



# **Professional Services Term Contracts**

## **Request for Qualifications 20-04-207862**

February 5, 2020

Alaska Railroad Corporation  
327 W. Ship Creek Avenue, Anchorage, AK 99501  
P.O. Box 107500, Anchorage, AK 99510-7500

Telephone: 907.265.4467  
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February 5, 2020

## REQUEST FOR QUALIFICATIONS

20-04-207862

**Professional Services Term Contracts**  
On An As Needed Basis

### REGISTRATION AS AN INTERESTED PARTY

Response Requested,

This form must be completed and returned to insure receipt of future addenda or additional information.

Email to: [PieknikN@akrr.com](mailto:PieknikN@akrr.com)  
Attention: Nori Pieknik

Firms who have not returned this cover sheet will not be directly informed of addendums, and will need to periodically check for addendums on ARRC's internet Website: [www.alaskarailroad.com](http://www.alaskarailroad.com)  
Statement of Qualification (SOQ) submittals shall acknowledge the receipt of all issued addendums.

Addendums will be forwarded to the contact name and number listed below.

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Contact \_\_\_\_\_

Phone \_\_\_\_\_ Fax (optional) \_\_\_\_\_

Email \_\_\_\_\_

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**REQUEST FOR QUALIFICATIONS 20-04-207862**  
**Professional Services Term Contracts**

The Alaska Railroad Corporation (ARRC) is requesting Statement of Qualifications (SOQs) from firms interested in providing the following Professional Service Disciplines:

1. Railroad Engineering
2. Civil Engineering
3. Marine Engineering
4. Bridge/Structural Engineering
5. Architectural/Structural Engineering
6. Mechanical/Electrical/Plumbing (MEP) Engineering
7. Hydrology/Hydraulic Engineering
8. Geotechnical Engineering/ Material Testing
9. Surveying and Mapping Services
10. Environmental Compliance
11. Cultural Resources
12. Construction Administration and Management
13. Project and Program Management

Sealed Statement of Qualifications (SOQ) will be received until **3:00 p.m. Alaska time, on March 2, 2020** at the following location:

Alaska Railroad Corporation  
Attn: Supply Management Department  
327 W. Ship Creek Avenue, 2<sup>nd</sup> Floor  
Anchorage, AK 99501

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.

**Multiple Proposals**

Proposers may submit in any or all of the Service Disciplines; however, separate SOQs are required to be submitted for each term service discipline. Only one proposal per service discipline is allowed.

## Federal Funding

Work associated with this RFQ may be funded in part by, including but not limited to, funds from the Federal Transit Administration (“FTA”), an operating administration of the United States Department of Transportation; the Federal Railroad Administration (FRA); the Federal Emergency Management Agency (FEMA) an operating administration of the U. S. Department of Homeland Security; and the Alaska Railroad Corporation (ARRC). This solicitation package contains some provisions that are designated as applicable to FTA, FRA, FEMA and ARRC funded projects.

## Protests

Per ARRC Procurement Rule **1800.2**

A protest based on alleged improprieties or ambiguities in a solicitation must be filed at least 10 days before the due date of the bid or proposal, unless a later protest due date is specifically allowed in the solicitation. If a solicitation is made with a shortened public notice period and the protest is based on alleged improprieties or ambiguities in the solicitation, the protest must be filed before the due date of the bid or proposal.

The protest of an invitation to bid or a request for proposals in which a pre-bid or pre-proposal conference is held within 12 days of the due date must be filed before the due date of the bid or proposal if the protest is based on alleged improprieties or ambiguities in the solicitation. A protest based upon alleged improprieties in an award of a contract or a proposed award of a contract must be filed within 10 days after a notice of intent to award a contract is issued by the procurement officer.

## Preproposal Conference

A preproposal conference is not scheduled for this solicitation.

## Questions

Please direct all questions concerning this RFQ via email to: ARRC Procurement, Attention: Nori Pieknik at [PieknikN@akrr.com](mailto:PieknikN@akrr.com) Include the RFQ number in the subject line.



The Alaska Railroad is a member of Green Star (<http://www.greenstarinc.org/>). ARRC earned an initial Green Star Award in 1994 and a Green Star Air Quality Award in 2007. The Alaska Railroad considers Green Star membership to be a positive business attribute, and regards a Green Star award as a tangible sign of an organization’s commitment to environmental stewardship and continual improvement within its operations.

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## SECTION A – PROPOSAL INFORMATION AND PROPOSAL FORMAT

### Background

The Alaska Railroad Corporation (ARRC) is seeking qualifications from professional firms to provide professional services on an as needed basis for various projects along its entire system.

The Alaska Railroad Corporation is a full-service railroad providing passenger and freight services within Alaska. ARRC operates and maintains over 500 miles of track, serving communities from the ports of Seward and Whittier in South Central Alaska, north to Fairbanks in the Interior.

The State of Alaska purchased the Alaska Railroad from the Federal Government in 1985. ARRC is a public corporation formed pursuant to AS 42.40 and is an instrumentality of the State within the Department of Commerce, Community and Economic Development, but operates similar to a private business or governmental enterprise activity. ARRC generates revenue through freight train service from Seward to Fairbanks-North Pole, real estate holdings, and year-round passenger service. Significant infrastructure and equipment investments are funded with grants from various Federal agencies. The Railroad is governed by a seven-member Board of Directors appointed by the Governor of Alaska.

You can learn more about the Alaska Railroad Corporation by visiting [alaskarailroad.com](http://alaskarailroad.com).

### Selection of Firms

It is the intention of the ARRC to select and award service contracts for each discipline in SECTION C. ARRC at its sole option may award more than one contract for each discipline. The number of contracts awarded for each discipline will vary depending on the anticipated needs of ARRC. A committee appointed by the Supply Management Department shall score the SOQs in accordance with the criteria described within.

ARRC may award a contract or contracts resulting from this solicitation to the responsible Firm(s) whose SOQ, responsive to this solicitation, will be the most advantageous to ARRC.

ARRC expressly reserves the right to waive minor informalities, negotiate changes, reject any or all Proposals, not advance a Firm to negotiations or cancel the solicitation. "Minor Informalities" means matters of form rather than substance that are evident from the submittal, or are insignificant matters that have a negligible effect on price, quantity, quality, delivery, or contractual conditions and can be waived or corrected without prejudice to other Proposers

At ARRC's option, some contracts may be awarded by region or areas of service, e.g. one Firm may be selected for survey/mapping services for the northern region of the ARRC system and a Firm selected for the central region. The separation between the northern and central region will be the same as the Alaska DOT Northern and Central Regions boundary, Parks Highway MP 163 south is Central Region DOT, MP 163 north is Northern Region or the ARRC Milepost 279.6 which is the at grade crossing on the Parks Highway at MP 169 in Northern Region DOT. Awards made by region will be on separate term contracts. ARRC, at its option may award multiple firms in each region.

Firms may propose on one or multiple discipline in SECTION C. Note: separate SOQs are required for each discipline proposed. Firms may propose on a discipline for which they may only be able to provide for partial services included in a discipline. For example a firm may propose on Electrical/Mechanical Engineering although they do not have in house corrosion protection capability. Firms are encouraged to address how they have utilized subcontractors to augment their services; however, qualifications of sub-



contractors will not be included in the evaluations. List of subcontractor must be included with your firms SOQ submittal.

This RFQ is not to be construed as a commitment of any kind nor does it commit ARRC to pay for any cost incurred in the submission of an SOQ or for any other cost incurred prior to the execution of a formal contract.

Selection of a Firm as a term contractor indicates ARRC has evaluated qualifications and determined the Firm to be a preferred provider of the service discipline. All work performed under any contract will be on an as-needed basis for each of the service areas. It does not guarantee the award of any Task Orders; however, ARRC will attempt to distribute work among those Firms selected according to the discipline and availability. Term contracts awarded under this RFQ are not mandatory as determined solely by ARRC.

### **Task Order Awards**

Firms awarded a Term Service contract under this SOQ shall perform services on an “as needed” basis, to support the needs of ARRC through the issuance of Task Orders. ARRC makes no guarantees on estimated quantities, dollar amounts or the number of Task Orders issued under each term contract.

As needed shall be at the discretion of the ARRC and Task Orders will be executed to a term contract deemed most appropriate by ARRC.

If requested, the Firm shall submit a proposed fee, approach and schedule for the specific scope of work desired by ARRC. If the response is deemed appropriate, reasonable, cost effective and timely, at the discretion of ARRC, ARRC will issue an executed Task Order notice to proceed..

Disciplines with multiple awards: At its sole discretion, ARRC may:

- i. solicit a response directly from top ranked Firm. If the response is determined not appropriate, reasonable, cost effective, or timely, ARRC may elect to negotiate with the Firm, or request proposals from another lower ranked Firm.
- ii. solicit a response from all Firms in the discipline and select the Firm ARRC determines to be most advantageous, determined by approach and cost
- iii. or otherwise fulfill the needs through other means.

Task Orders may be issued some projects that require the services of the different disciplines listed above. For those projects and where a single point of communication/coordination is desired the ARRC will make a determination if ARRC will manage the disciplines separately or relay on a single contractor to manage the project overall. If a single Firm is selected the contractor may be requested to supplement their services with subcontractor(s) (e.g. a civil design will likely require some survey/mapping services). However, selection of Firms for this solicitation will not consider any subcontractor/teaming arrangements.

ARRC expects that on occasion a term contractor may need to decline a Task Order assignment because of business commitments, conflict of interest or because personnel may not be available to perform the work. In this case the Firm shall submit a written justification (e-mail, memo, or letter) to the Contracting Officer explaining why they are unable to accept the assignment.

## **Contract Period**

The intent of this contract process is to provide ARRC with professional services on an as-needed basis. Initial contracts shall be for a two year term and may be extended for three additional one-year terms. Contracts shall not exceed five years including extensions.

## **Fees**

Contract rates for Task Orders with Federal funding will be based upon the SOQ's Federally Audited Rate (FAR) plus a negotiated profit. If a Firm does not have FAR rates current within the last 10 years, ARRC may consider alternative fee schedules.

Cost plus percentage of cost is not allowed on any term contract awarded or executed task order including but not limited to subcontractors, materials and travel expenses.

## **Travel Expenses**

All travel expenses and direct costs for meals and incidentals under this contract shall be reimbursed at the applicable United States, Department of Defense (USDoD) per diem meal and incidental rate in effect on the date the meals/incidentals expense is incurred. The Firm shall be responsible for knowing and adhering to all applicable rules and regulations associated with such meals and incidentals rate.

Notwithstanding any provision in the USDoD rates, regulations, or policies to the contrary, the ARRC will not reimburse a Firm for expenses associated with the purchase of alcoholic beverages.

All lodging required under this contract shall be billed at cost the Firm will be reimbursed up to a reasonable rate in regards to the season.

Reservations for air transportation required under this contract shall be made and paid for by the Firm and billed to the ARRC. The ARRC will reimburse the Firm for the cost of a coach seat only. Expenses associated with upgrades to Business Class, First Class, or any other premium class of air flight shall be the sole responsibility of the Firm. Car rental, parking, and other applicable transportation expenses will be billed at cost.

## Proposal Format and Content

1. Submit one original SOQ and four copies for each service discipline proposed in the RFQ.
2. Submit a separate flash drive containing an electronic copy of the SOQ for each discipline proposed in the RFQ.
3. SOQs shall be a maximum of 10 printed letter size pages and a maximum of 10 pages for resumes, exhibits and cover letters.
4. Page count excludes the mandatory SUBMITTAL FORM in Section D and Contractor's Responsibility Questionnaire in Section G.
5. SOQ submittal shall acknowledge the receipt of all issued addendums and amendments.
6. Must include a signed Contractor's Responsibility Questionnaire, see Section G.
7. Signed SUBMITTAL FORM must be the first four-pages after the Firm's cover letter.
8. List of all subcontractors or statement that no subcontractors are submitted in the SOQ, see SUBMITTAL FORM in Section D.
9. Required signature for Contract Provisions for Federal-Aid Contracts – Article 25. Certification Regarding Use of Contract Funds for Lobbying see page 58.

The envelope used for the submittal of your SOQ shall be marked with the following information:

1. Firm Name
2. Request for Qualifications Number: **RFQ 20-04-207862 Professional Services Term Contracts**
3. Date and Time Scheduled for Receipt of SOQs.
4. **Clearly note which of the Service Disciplines the SOQ is intended to respond.**
5. If one firm wishes to submit qualifications on more than one Service Discipline, SEPARATE SOQS ARE REQUIRED FOR EACH DISCIPLINE AND MUST BE SUBMITTED IN SEPARATE ENVELOPES OR BOXES.

## Other Information Required

Additionally, the Firm must submit the following information:

- A transmittal letter with general information on your organization, including the year it was founded, the number of years your Firm has been providing A&E services.
- Identification of the location of the office from which management of the process would be accomplished, as well as any other offices anticipated to be involved
- Signature and title of a person authorized to obligate the Firm
- Identification of all materials enclosed.
- An organizational chart showing all key personnel and how they will interact with ARRC and among themselves.

- Description of your Firm’s proposed organization of responsibilities, work plan, and approach.
- A discussion of the availability of key personnel for consultation and discussion as necessary.
- 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.
- Disclosure of any actual or appearance of conflict of interest;

**ARRC Disadvantaged Business Enterprise (DBE) Program:**

ARRC is an equal opportunity corporation that encourages the participation of DBEs as prime contractors and subcontractors on its contracts funded in whole or in part by the Federal Transit Administration (FTA) or the Federal Highway Administration (FHWA). The ARRC has a race neutral DBE Program and does not set DBE goals on individual solicitations. Nonetheless, the ARRC aspires to achieve an overall DBE participation of 3.0% in federal fiscal years 2019-2021 on contracts funded by agencies within the U.S. Department of Transportation. If this contract is funded in whole or in part by funds from the FTA, FEMA or the FHWA, it is imperative that you consult the Federal Terms and Conditions portion of this solicitation.

Firms are required to report semi-annually to the ARRC Contracting officer all work by DBE contractors or subcontractors and the dollar amount. ARRC will provide the Firm a 14-day notice, by email, when to provide the information.

ARRC is an equal opportunity employer.

**Alaska Business License**

If the Firm maintains an office or place of business in Alaska, the Firm must have a valid Alaska business license at the time designated in the RFQ, for opening of the proposals.

## **SECTION B - SELECTION PROCESS AND AWARD CRITERIA**

The selection of a Firm(s) to receive a Term Contract for a Service Discipline, potentially for varying Service Areas, will be made by a committee which will evaluate the SOQs in accordance with the criteria specified herein, and establish a ranking. There may be several different committees assigned to the various Service Disciplines.

SOQ's will be evaluated by a committee according to ARRC Procurement Rule 1350.0 ARCHITECTURAL, ENGINEERING AND LAND SURVEYING CONTRACTS. Evaluation of responses to criteria set forth in Section B results in a numerical score for each proposal. Each criterion in Section B has an assigned weight for this RFQ which demonstrates its relative importance. The total of all weights is 100 (100%). Each one-percent weight equates to a range of 0-5 points per Evaluator. The maximum points (score) obtainable for any proposal is equal to the product of 500 multiplied by the number of Evaluators.

### **Scoring of proposals will be accomplished as follows**

Each Evaluator will individually read and rate each Firm's response to each criterion described in Section B. Technical Proposal Ratings will be based solely on contents of proposal and in compliance with the Contracting Agency's standard Instructions for Evaluation Committee. Except as may be stated within any criterion description in Section B, a rating of "5" = Best Response from all Firms; "4" to "1" = Progressively Less Responsive; "0" = Non-Responsive. Ratings are multiplied by the assigned weights for each criterion to obtain criteria scores.

After completion of individual ratings in Section B, the Evaluation Committee will meet to discuss proposals. Evaluators may then alter their ratings; however, any changes shall be based solely on the criteria set forth in Section B.

The total score for each Firm will be obtained by summing the scores determined for each criterion in Section B. The order of ranking for negotiations shall be as follows: highest scored Firm will be ranked first, next highest scored second, and etcetera.

Evaluators may discuss factual knowledge of, and may investigate Firms' and proposed Subcontractors' prior work experience and performance, including projects referenced in proposal, available written evaluations, etcetera, and may contact listed references or other persons knowledgeable of a Contractor's and/or a Subcontractor's past performance. Factors such as overall experience relative to the proposed contract, quality of work, control of cost, and ability to meet schedules may be addressed. If any issues of significant concern to the proposed contract are discovered, the Committee may:

- Provide written recommendations for consideration during contract negotiations;

- Conduct discussions or presentations as indicated below.

### **Discussions:**

At the sole discretion of the ARRC procurement officer, the selection committee may hold discussions regarding the proposed contract with the Firm(s) selected per ARRC Rule 1350.6. The purpose of such discussions is to explore the scope and nature of the required services and the relative utility of alternative methods of approach. The conditions, terms, or price of the proposed contract may be altered or otherwise changed during the course of the discussions.

ARRC Rule 1350.7 Selection of the Most Qualified and Suitable Firm(s). After discussions, if held under Rule 1350.6, the selection committee shall reevaluate and rank, in order of preference, the Firms or persons that the committee considers to be the most qualified to provide the required services. Numerical rating systems shall be used for this RFQ.

**Presentations:**

At the sole discretion of the ARRC procurement officer, ARRC may schedule presentations to provide Firms the opportunity to elaborate on their SOQs.

**Location:**

At the sole discretion of the ARRC procurement officer, discussions and presentations will be held in person or via teleconference. In-person discussions and presentations will be scheduled at ARRC's corporate office building located at 327 West Ship Creek Avenue, Anchorage, Alaska. It is important the primary individual(s) servicing the contract and the ARRC Evaluation Committee be present for any discussion.

**Clarifications:**

If during discussions or presentations the procurement officer determines there is a need for substantial clarification or a change in the RFQ, ARRC will amend the RFQ to incorporate the clarification or change and establish a date and time for Proposers to submit amended proposals. ARRC may adjust its evaluations as a result of receiving new or amended proposals to establish the highest ranked firm.

**Negotiations:**

The procurement officer, or designee, may negotiate with the top ranked Firm(s). Contract negotiations shall be directed toward: (1) making certain that the Firm has a clear understanding of the scope of the work and the requirements involved in providing the required services; (2) determining that the Firm will make available the necessary personnel and facilities to perform the services within the required time; and agreeing upon compensation that is fair and reasonable, taking into account the estimated value, scope, complexity, and nature of the required services.

Respondents to this SOQ will not be advised of the Firm(s) selected for negotiations until negotiations are complete. If contract negotiations are unsuccessful with Firm(s) selected for negotiation, the Contracting Agency may either cancel the solicitation or negotiate with other Firms in the order of ranking.

After completion of negotiations, a Notice of Intent to Award will be provided to all Firms according to ARRC procurement rules.

SOQs should be concise and address each evaluation criteria listed below as it pertains to the scope of services and include **Other Information Required** as stated above.

| Criteria  | <u>Weight</u>     |
|---|-------------------|
| <p>1     <u>Qualifications / Experience of the firm</u></p> <ul style="list-style-type: none"> <li>• Firm’s experience providing services on projects similar to those listed in Section C for each Service Discipline.</li> <li>• Identify relevant projects previously performed in Alaska.</li> <li>• Office location(s) that would provide services to ARRC.</li> <li>• Include staffing, equipment and other pertinent resources.</li> <li>• Ability to economically provide services to both the northern and southern ends of the railbelt.</li> </ul> | <p><u>50%</u></p> |
| <p>2     <u>Key Personnel</u><br/>Identify and describe the pertinent education, certifications, and experience of the proposed key personnel in providing similar services.</p>  | <p><u>40%</u></p> |
| <p>3     <u>Completeness and Quality of SOQ</u><br/>This evaluation criterion does not require a response and scoring will be determined by the ARRC evaluators during their initial scoring. Points for this criterion will be awarded based on the quality of the SOQ, adherence to the requirements, and the general adequacy of the submittal.</p>  | <p><u>10%</u></p> |

## **SECTION C – Professional Service Discipline Areas**

ARRC has a wide variety of needs for professional services. Construction and Capital Projects may be designed and constructed using both contracted and in-house labor. Types of projects are varied and include earthwork, track construction, utilities, buildings, bridges, trespass mitigation, etc., and may include new construction and/or the rehabilitation/remodeling of existing facilities.

Projects may be located throughout the rail belt, from Seward to Eielson Air Force Base, and in Seattle, WA. They may be located at remote areas along the railroad where access is limited to the railroad right-of-way.

The term contractors may be responsible for a completing sealed plans, specifications, reports, and other work products, or may be assigned specific work tasks contributing to a project managed by ARRC where the contractors are expected to act as an extension of ARRC. Contractors may be asked to provide for review and assessment of third party concepts, analysis, design documents, cost estimates, and Value Engineering support.

All deliverables (CAD drawing files, calculations. Survey data, etc.) shall become property of ARRC.

Professional services which require a professional seal shall be performed under the guidance of a professional registered and licensed to work in the State of Alaska, or Washington as applicable.

Contractors issued a task order under a service term contract may be required to augment the scope of services to support their efforts (such as geotechnical services to support track bed design). This may be done with in-house staff, sub-contractors, or by utilization of another Contractor under the direction of ARRC.

All contractor personnel are required to have appropriate training for working on and around railroad property, and to utilize appropriate safety equipment at all times.

The term contracts being advertised represent potential service needs of the ARRC. The Scope of Services within each Discipline may include efforts for different potential projects and/or needs. Contractors are encouraged to submit qualifications for disciplines for which they are able to provide valuable contribution to ARRC, but may not have all the skill sets listed in that service discipline category.

The following descriptions of possible services within each Discipline Area are illustrative and general and are not intended to limit the services that ARRC might request.



SECTION C-1. *Railroad Engineering*

**General:** The Contractor shall provide Railroad Track Engineering on an as-needed basis. Desired services may include, but not be limited to:

- **Field Investigations:** Conduct site evaluations and investigations. Coordinate the proposed improvements with existing field conditions.
- **Utilities:** Identify and coordinate impacted and required utilities and/or communications/signal facilities.
- **Planning and Design:** Provide planning and design services including: preparation of planning documents, reconnaissance reports, feasibility studies, preliminary plans, preparation of project specifications, estimates, site plans, final utility layouts, track alignments, cost estimates, design new and upgrades to existing and new railroad facilities. ARRC will provide previous plans and reports as available. Design shall be based on ARRC Standards and AREMA recommended practices.
- **Construction Phase Services:** The Contractor may provide support services during the bidding and construction phase of the project. This may include services such as: responding to ARRC or Construction Contactor requests for clarifications or information; reviewing of Construction Contractor's design documents for compliance with specifications, codes, and regulations; reviewing and approve submittals and shop drawings; performing field reviews; and completion of final construction plans.
- **Deliverables:** Drawings shall be submitted as CAD program files as approved by ARRC. Specifications shall be prepared in Microsoft Word. As available, ARRC will provide the specification boiler plate specifications to the Contractor.

**Desired Qualifications may include (but not limited to):**

- Conceptual and preliminary design, and cost estimating for rail transport systems
- Alternatives Analysis
- Railway, Yards and Terminal experience
- Track grading design
- Related Construction Inspection

**Train Control Systems, Communications, Signalization, and rolling stock are not included in this Term Contract.**

SECTION C-2. *Civil Engineering*

**General:** The Contractor shall provide general Civil and Infrastructure Engineering on an as-needed basis. Projects may require different types of civil engineering qualifications services to complete the work. Services may include project support with small task orders, or larger project development. Assessment of qualifications will not necessarily be based on the size and complicity of projects. Consideration will be given to responsiveness and ability to deliver. Location will be considered in this category, and several firms may be selected based on proximately to anticipated needs.

It is likely that there will be some overlapping scope (e.g., a project requiring drainage and site civil design). ARRC will determine the expertise required and provide task orders to the appropriate contracting entity. Desired services may include, but not be limited to:

- **Permits & Agreements:** The Contractor shall prepare the necessary permits for assigned projects. This includes, but is not limited to, permits from all federal, state, and local agencies.
- **Field Investigations:** Field activities may include field investigations related to site reconnaissance.
- **Utilities:** Where utilities are affected by the proposed construction, the Contractor may be required to obtain as-built information on existing utilities located at the project site and meet with utility owners and operators and ARRC to: establish location of utility connections to existing system; Identification of utilities requiring relocation, replacement, or abandonment; and obtain permissions and permits.
- **Planning and Design:** Provide planning and design services including: preparation planning documents, reconnaissance reports, feasibility studies, preliminary and final design plans, preparation of project specifications, construction cost estimates, and assistance with warranty and claims. ARRC will provide previous plans and reports as available. Coordination with ARRC will be required to obtain related survey, imagery and other site data.
- **Construction Phase Services:** The Contractor may provide support services during the bidding and construction phase of the project. This may include services such as: responding to ARRC or Construction Contractor requests for clarifications or information; reviewing of Construction Contractor's design documents for compliance with specifications, codes, and regulations; reviewing and approve submittals and shop drawings; performing field reviews; and completion of final construction plans.
- **Deliverables:** Drawings shall be submitted as CAD program files, as approved. Specifications shall be prepared in Microsoft Word. As available, ARRC will provide the specification boiler plate specifications to the Contractor.

SECTION C-3. *Marine Engineering*

**General:** The Contractor shall provide Marine Engineering on an as-needed basis. Desired services may include, but not be limited to:

- **Assistance with planning, analysis, design, and review of:**
  - Harbors and Ports
  - Marine Terminals
  - Wharves and Piers
  - Mooring facilities
  - Bulkheads
  - Floating structures
  - Fender systems
  
- **Specific technical support may include:**
  - Project Feasibility studies and design
  - Marine Terminal planning
  - Marine facility design
  - Freight transportation analysis and planning
  - Mooring & Berthing analysis
  - Shoreline Restoration
  - Dredging
  - Above-water Condition Assessments
  - Coastal Engineering
  - Marine Structural Engineering
  - Marine Demolition
  - Corrosion Assessment and Inhibition
  - Wave and Wind analysis
  - Snow and Ice loads
  - Waterfront Erosion Protection,
  - Scour and Sediment transport
  
- **Planning and Design:** Provide planning and design services including preparation of planning studies and reports, preliminary and final design, project specifications, construction cost estimates,. ARRC will provide previous plans and reports as available.
  
- **Construction Phase Services:** The Contractor may provide support services during the bidding and construction phase of the project. This may include services such as: responding to ARRC or Construction Contractor requests for clarifications or information; reviewing of Construction Contractor's design documents for compliance with specifications, codes, and regulations; reviewing and approving submittals and shop drawings; performing field reviews; and completion of final construction plans.
  
- **Deliverables:** Drawings shall be submitted as CAD program files, as approved. Specifications shall be prepared in Microsoft Word. As available, ARRC will provide the specification boiler plate specifications to the Contractor.

SECTION C-4. *Bridge/Structural Engineering*

**General:** The Contractor shall provide Bridge/Structural Engineering consulting services for bridges and infrastructure structures such as culverts, retaining walls, utility structures, or other structures subject to railroad loading on an as-needed basis. Desired services may include, but not be limited to:

- **Field Investigations and or Inspection:** Field activities may include field investigations pertinent to the design and construction of the project. Field work may also include Bridge inspection for the assessment of railway bridge and similar structures. Inspections shall be in accordance with the most current AREMA Bridge Inspection Handbook and ARRC Bridge Program.
- **Planning and Design:** Provide planning and design services including: preparation planning documents, bridge rating, design of repairs, reconnaissance reports, feasibility studies, preliminary and final design, development of retrofit/rehabilitation of existing structures, preparation of project specifications, construction cost estimates, and assistance with warranty and claims. ARRC will provide previous plans and reports as available. Bridge Engineering and design shall be based on ARRC and AREMA recommended practices.
- **Construction Phase Services:** The Contractor may provide support services during the bidding and construction phase of the project. This may include services such as: responding to ARRC or Construction Contractor requests for clarifications or information; reviewing of construction contractor's design documents for compliance with specifications, codes, and regulations; reviewing and approve submittals and shop drawings; performing field reviews; and completion of final construction plans.
- **Deliverables:** Drawings shall be submitted as CAD program files, as approved. Specifications shall be prepared in Microsoft Word. As available, ARRC will provide the specification boiler plate specifications to the Contractor. Contractor shall provide sealed plans and calculations. Drawings shall become property of Alaska Railroad, Corp.

SECTION C-5. *Architecture*

**General:** The Contractor shall provide exhibits and other documents to support the development of the project. Exhibits will generally be in color, and will likely have photo/raster back grounds, and will range in size from letter, Tabloid, and large format drawings as appropriate. ARRC will provide previous structure plans and reports as available.

- **Public Involvement:** Contractor may be required to participate in public involvement activities, this may include preparation of presentations or presentation materials, attending public meetings or open houses, etc.
- **Field Investigations:** Field activities may include field investigations pertinent to the design and construction of the project.
- **Planning and Design:** Provide planning and design services including: preparation planning documents such as conceptual level drawings, narrative description of the project, and conceptual cost estimate, design plans and construction documents, preparation of project specifications, construction cost estimates, and assistance with warranty and claims. ARRC will provide previous plans and reports as available. Services shall address subjects such as aesthetics, durability, sustainability, quality, cost, and compliance with local laws.
- **Construction Phase Services:** The Contractor may provide support services during the bidding and construction phase of the project. This may include services such as: responding to ARRC or Construction Contractor requests for clarifications or information; reviewing of Construction Contractor's design documents for compliance with specifications, codes, and regulations; reviewing and approve submittals and shop drawings; performing field reviews; and completion of final construction plans.
- **Deliverables:** Drawings shall be submitted as CAD program files, as approved. Specifications shall be prepared in Microsoft Word. As available, ARRC will provide the specification boiler plate specifications to the Contractor. Completed plans will be the property of ARRC.

SECTION C-6. *Mechanical/Electrical/Plumbing (MEP) Engineering*

**General:** The Contractor shall provide Mechanical / Electrical Engineering consulting services for building and/or infrastructure, on an as-needed basis. Desired services may include, but not be limited to:

- **Field Investigations:** Field activities may include field investigations pertinent to the design and construction of the project.
- **Utilities:** Establish scope of utility work for the project; Coordinate with utility owner for required services.
- **Planning and Design:** Provide planning and design services including: preparation planning documents, reconnaissance reports, feasibility studies, preliminary and final design, preparation of project specifications, construction cost estimates, and assistance with warranty and claims. ARRC will provide previous plans and reports as available.
- **Construction Phase Services:** The Contractor may provide support services during the bidding and construction phase of the project. This may include services such as: responding to ARRC or Construction Contractor requests for clarifications or information; reviewing of construction contractor's design documents for compliance with specifications, codes, and regulations; reviewing and approve submittals and shop drawings; performing field reviews; and completion of final construction plans.
- **Deliverables:** Drawings shall be submitted as CAD program files, as approved. Specifications shall be prepared in Microsoft Word. As available, ARRC will provide the specification boiler plate specifications to the Contractor.

**Desired Qualifications may include (but not limited to):**

- Mechanical, Electrical, Plumbing system design and inspection
- Lighting design
- Utility relocation
- Building upgrades such as code compliance
- Data and Telecommunications
- Security Systems
- HVAC
- CO2
- Fire Protection
- Water, Sewer, Natural Gas systems
- Fuels, Oxygen, Vacuum/Compressed air, Solids systems
- Pumps and Distribution systems
- Steam Systems

SECTION C-7. *Hydrology/Hydraulic Engineering*

**General:** The Contractor shall provide Hydrology/Hydraulic Engineering consulting services on an as-needed basis. Desired services may include, but not be limited to:

- **Field Investigations:** Field activities may include field investigations, data collection and other site reconnaissance. Specialize equipment may be required to support field work.
- **Planning and Design:** Provide planning and design services including: preparation planning documents, reconnaissance reports, feasibility studies, preliminary and final design plans, permitting, preparation of project specifications, and cost estimates. ARRC will provide previous plans and reports as available. Contractor is expected to have technical modeling tools to support services required (e.g. numerical modeling tools (1-D, 2-D and 3-D) of hydraulic structures and rivers.)
- **Construction Phase Services:** The Contractor may provide support services during the bidding and construction phase of the project. This may include services such as: responding to ARRC or Construction Contractor requests for clarifications or information; reviewing of construction contractor's design documents for compliance with specifications, codes, and regulations; reviewing and approve submittals and shop drawings; performing field reviews; and completion of final construction plans.
- **Deliverables:** Drawings shall be submitted as CAD program files, as approved. Specifications shall be prepared in Microsoft Word. As available, ARRC will provide the specification boiler plate specifications to the Contractor.

**Desired services may include, but not be limited to:**

- Surface Hydrology
- Drainage systems
- Open Channel/River Hydraulics
- Hydrogeology
- Water Quality
- Geomorphologic analysis
- Sediment transport analysis
- Hydraulic analysis for water surface profiles
- Flood area mapping
- Restoration, instream flow enhancement, and habitat improvement projects
- Hydrologic statistical and probability analyses, discharge, precipitation, risk and uncertainty evaluations
- Period-of-record hydrologic evaluations
- Rainfall runoff analyses
- Probable Maximum Precipitation (PMP) and Probable Maximum Flood (PMF)
- River velocities and flows around structures
- Culvert Design
- Trenchless Pipe Installation Design
- Facility and Construction Inspection/Observations
- Dewatering Plans
- Permitting and Surveying associated with these services

SECTION C-8. *Geotechnical Engineering/ Materials Testing*

**General:** The Contractor shall provide Geotechnical and/or Testing consulting services on an as-needed basis. Several firms may be selected in this discipline. The Contractor providing these services will be working in coordination with ARRC Engineering and Project Management staff.

Access to some locations is anticipated to be challenging, and may require field equipment to be loaded on trains or air-lifted to the location. Permitting or right-of-entries required to access sites and perform work are the responsibility of the Contractor, with copies of agreements and permits supplied to ARRC. All Contractor personnel are required to have appropriate training for working on and around railroad property, and to utilize appropriate safety equipment at all times.

Desired services may include, but not be limited to:

- **Field Investigations:** Field activities may include field investigations, data collection and other site reconnaissance. Specialized equipment may be required to support field work.
- **Geotechnical/ Material Testing:** including, but not limited to
  - Field Density Nuclear Method (compaction tests, AASHTO T310)
  - Maximum Index Density (Proctor) test (ASTM D698, D1557; AASHTO T180)
  - Sieve Analysis (Gradation ASTM C136; AASHTO T11/T27)
  - Plasticity Index (ASTM D4318; AASHTO T89/T90)
  - Coarse and Fine Specific Gravities (AASHTO T85/T100)
  - Sulfate Soundness of aggregates ASTM C88; AASHTO T104)
  - Abrasion tests (L.A., Mill, with and without crushing)
  - Freeze Thaw test of aggregate (Resistance to Degradation ASTM C 535 or C 131)
  - Flat and Elongated Particles (ASTM D2419; ATM T-9)
  - Unconfined compression
  - Triaxial Shear
  - Cure and Break (Compressive Strength) tests on concrete cylinders (ASTM C 39)
  - Concrete Slump (ASTM C 231)
  - Concrete Entrained Air (ASTM C 231)
  - Unit Weight, Yield & Water/Cement Ratio (ASTM C 138)
  - Asphalt Content (Nuclear Gauge, Ignition, Extraction, with and without gradation)
  - Maximum theoretical (Rice) Specific Gravity for asphalt
  - Asphalt Cores, Thickness (ASTM D3549) and Density (ASTM D2950; WAQTC TM 8)
- **Planning, Design and Geotechnical Reports:** Provide services including: preparation planning documents, geotechnical reports and recommendations, feasibility studies, preliminary and final design plans, preparation of project specifications, and cost estimates. Specialized services, such as pile capacity analysis, may be requested.
- **Construction Phase Services:** support services during the bidding and construction which may include: responding to ARRC or Construction Contractor requests for clarifications or information; reviewing of construction contractor's design for compliance with specifications and regulations; reviewing submittals; performing field observations; Quality Control and Quality Assurance testing.
- **Desired Qualifications:**
  - Geotechnical Investigations and Recommendations
  - Design of Building foundations and Deep foundations
  - Lateral earth support structures
  - Earthworks
  - Ground improvement and Slope stabilization



SECTION C-9. *Surveying and Mapping Services*

**General:** The Contractor shall provide surveying and mapping services on an as-needed basis. Desired services may include, but not be limited to:

**Performing Surveying and Mapping Services:**

- Horizontal and vertical control surveys
- Photogrammetric control surveys, Topographic surveys
- Detailed surveys of track control structures (control points, switches, frogs, etc...)
- Survey and quality control of track control structures for Positive Train Control
- Monitoring well stakeout and location
- Network control surveys
- Forensic surveys
- Deformation monitoring surveys
- Earthwork quantity surveys
- Hydrographic surveys
- Lidar
- 3-D scanning
- Underground utility investigations
- As-built drawings of completed projects
- Construction control, grade staking, slope staking
- Develop Record of Survey drawings for control

**Performing Cadastral Survey Services:**

- Boundary and subdivision surveys and plats
- Establishing and setting monuments on Right-of-Way sidelines and lot corners
- Submitting subdivision plats for approval and shepherding the approval process
- Composing legal descriptions
- Conducting legal records research, and providing expert testimony, presentations, and representation at public meetings
- ALTA/ACSM Land Title Surveys
- Prepare final ROW plats, parcel plats, and acquisition plats and legal descriptions
- Land status research / Title research
- Develop Record of Survey drawings of cadastral, lease and permit boundaries

**Performing Miscellaneous Survey Services:**

- Writing software programs to enhance or augment existing drafting and computation analysis software
- Developing surveying and CAD templates
- Procure specialized sub-contractor services when requested by ARRC

SECTION C-10.        *Environmental Compliance*

**General:** The Contractor shall provide environmental support for various projects, including compliance with the National Environmental Policy Act (NEPA) for its federally-funded projects. The Contractor will provide environmental support in accordance with applicable laws and regulations on an as-needed basis. Desired services may include, but not be limited to:

- Agency and Public Outreach: Organize and participate in agency and public meetings, including scheduling, preparing public notices, and making presentations. Compile and maintain project mailing lists and prepare and distribute newsletters and other mailings. Communicate with governmental agencies and interested parties as requested.
- NEPA Documents: Prepare or assist ARRC personnel in preparing NEPA documents (Categorical Exclusion worksheet, Environmental Assessment, or Environmental Impact Statement) and supporting documentation (e.g., maps, project design drawings, species lists, tables, figures, appendices, technical studies, etc.). Conceptual or preliminary engineering may be necessary for some projects.
- Permits, Approvals, Plans, and Compliance: Assist ARRC personnel, prepare, and obtain necessary environmental permits and approvals for its projects. Comply with the terms and conditions of permits, plans, and other environmental project obligations. The Contractor shall provide environmental support in accordance with applicable laws and regulations. The scope of services may include but is not limited to the following tasks: agency applications (examples are Corps of Engineers Section 404 or Section 10 permits, U.S. Coast Guard bridge permits, Land Use Permits, Floodplain Permits, Water Use Permits, and Alaska Department of Fish and Game-Fish Habitat Permits), supporting documentation, project figures, plan sets, and site inspections.
- Technical Studies/Environmental Support: Conduct technical studies and prepare draft and final reports. Studies may include but are not limited to wetlands delineations, biological studies, transportation/traffic studies, Section 4(f) evaluations, air quality studies, cultural resource studies, essential fish habitat assessments, noise and vibration impact studies, mitigation plans, and land acquisition plans or studies (e.g., Environmental Site Assessment).
- Storm Water Pollution Prevention Plans (SWPPPs): Prepare SWPPPs, submit Notice of Intent forms in accordance with USEPA and/or ADEC requirements, conduct site inspections, and document accordingly.
- Mitigation Plans: Prepare draft and final plans, including but not limited to wetland mitigation plans or stream bank restoration plans.
- Compliance: Monitor projects/activities to ensure compliance with permit conditions or other environmental obligations. Conduct inspections and monitoring as specified in permits, SWPPPs, or other plans.

SECTION C-11. *Cultural Resources*

**General:** The Contractor shall provide cultural and historic resource support for various projects, including compliance with the National Historic Preservation Act and the Alaska Historic Preservation Act. The Contractor will provide cultural and historic resource support in accordance with applicable laws and regulations on an as-needed basis. Desired services may include, but are not be limited to the following tasks:

- **APE/Background Research:** Identify the Area of Potential Effect (APE) in consultation with ARRC, State Historic Preservation Officer (SHPO), Office of History and Archaeology (OHA), and federal agency representatives. Conduct background research of pertinent archeological and historical literature and compile information about potentially historic properties within the APE. Consult with agencies, Federally recognized tribes, Native corporations and organizations, and other individuals likely to have knowledge of or concerns with historic properties in the area.
- **Field Surveys:** Coordinate with the SHPO/OHA to determine the need for field surveys, and obtain archaeological survey permits or permissions necessary to accomplish the surveys. Conduct field surveys, including pedestrian examinations of the ground surface and subsurface testing, with the frequency and nature of testing determined in consultation with SHPO/OHA and ARRC. Prepare draft and final cultural resource survey reports.
- **Eligibility and Effect Recommendations:** Conduct Determinations of Eligibility for the National Register of Historic Places. Assess potential impacts and make recommendations for findings of effect (e.g., no historic properties affected, no adverse effect, or adverse effect).
- **Mitigation:** Develop and implement mitigation or treatment plans if adverse effects to cultural resources require mitigation. Plans may include standard approaches such as data recovery or architectural recordation, or other more creative and innovative approaches (e.g., assisting in development of tribal historic preservation plans, developing educational materials and web sites, purchasing properties containing historic properties, or developing historic property management plans).
- **PAs/MOAs:** Draft Programmatic Agreements and Memoranda of Agreement between ARRC, SHPO/OHA, and other parties.
- **Consultation:** Consult with ARRC regarding preservation, rehabilitation, restoration, and reconstruction of historic properties in accordance with the Secretary of the Interior's Standards and Guidelines.

SECTION C-12. *Construction Administration and Management*

**General:** The Contactor shall provide assistance to ARRC in its administration of designated construction contract commencing as early as bid development and terminating as late as following final acceptance of the project and ARRC approval of the Contractor's final invoice for all services throughout the construction phase. Work may be performed in Anchorage, or in locations on the railbelt. Some work may be located in remote locations. The Contractor shall not substitute personnel without written ARRC acceptance.

**Construction Phase Services:** The Contractor may provide support services during the construction phase which may include:

- Development and administration of contract documents
- Responding to construction contractor requests for clarifications or information
- Review of construction contractor's design documents and/or submittals for compliance with specifications, codes, and regulations
- Oversight of federal, state, and local regulatory and permitting activities and ensuring compliance with applicable regulations
- Construction oversight and inspection including quality assurance,
- Submittal and shop drawing review
- On-site monitoring and documentation of construction activities,
- Review and approval of contractor pay applications
- Review and coordination of construction schedules
- Administration and negotiations of Change Orders
- Resolution of claims
- Oversight of construction closeout
- Managing contract and construction record documents
- Surveying, permitting, or other services associated with these efforts

If necessary, the Contractor shall provide all office space, furniture, telephones, vehicles, equipment, services, supplies, reprographic and delivery services, and all other materials and services required for performance of the scope of work in the Task Order.

**Document Control and Information Management:** Develop a project document control system in accordance with existing ARRC document control procedures, or as approved by ARRC. Establish procedures for tracking and documenting the flow of information between Contractor, ARRC, project entities, agencies, and stake holders.

**Health, Safety and Environment:** Establish procedures to confirm Contractor's compliance with:

- Establishing and implementing the contractors and subcontractors establish occupational health and safety programs for construction activities which meet or exceed requirements established by the Occupational Safety and Health Administration (OSHA), the Federal Railroad Administration (FRA), and other applicable State or Federal agencies,
- Identifying and following applicable local, state, and federal regulations regarding environmental and cultural resource preservation and.
- Completing required permits and notifications prior to commencing fieldwork or construction activities.

**Project Communication:** The Construction Manager shall represent ARRC and be the contact for coordination and communication with construction contractors. The Contracts Manager shall maintain an adequate staff of qualified personnel to perform the work and to administer and oversee the execution of the project.

### SECTION C-13. *Project and Program Management*

**General:** The Contractor shall provide Project and Program Management support for various ARRC projects on an as-needed basis.

Project and Program Management Services scope is to provide professional expertise to function as ARRC's representative in the various projects or project phases. The primary function of the Program Manager will be to identify, define, promote, and defend ARRC's interests in projects. As such, the successful firm or firms comprising the project management team may not be eligible for other aspects of specific projects including, design, environmental services, and construction. The Program/Project Manager will be responsible for assisting ARRC with procuring the required services for public involvement; right-of-way acquisition; environmental studies and reports; geotechnical, civil, hydrological, structural, railroad, and bridge engineering; construction, operating, and maintenance cost estimating; facility design; bond program support and financial management; risk assessment and mitigation; operational modeling; construction; remote site logistics; and others as necessary to deliver the project described herein from concept development to start-up. Professional, financial, and other services may be procured from the Program/Project Manager's firm(s) provided ARRC is satisfied that the Program Management team has adequate autonomy to oversee the work while protecting ARRC's interests, and provided that a sufficient level of quality, cost, and schedule control can be maintained. The Program/Project Manager will manage the overall project and these contracts, provide quality assurance for the project, and establish means of coordination and communication among the various disciplines and sub-contractors to ensure cost effective and timely completion of project deliverables, and timely and cost effective delivery of an operating rail service.

ARRC will have project oversight responsibilities and approval authority to ensure that standards for design, quality, constructability, maintainability, and safety are adhered to during the design and construction of the project. The intent of this contract is for the Program/Project Manager to have overall responsibility for management of all phases of the project, from concept design and alternative evaluation and selection through design, construction, start-up, and project closeout. The Program/Project Manager will have overall responsibility for management of the program on behalf of ARRC, and shall provide a project manager and adequate skilled staff to successfully and effectively manage the program. The specific scopes of work and project elements that will be performed by the Program/Project Manager will be identified in individual task orders or project phases.

**Desired services may include, but not be limited to:**

- Coordination with ARRC management, project management, operations, and other personnel
- Development of program and project management documents and procedures such as project management plans and quality assurance/quality control plans
- Development and maintenance of program and project schedules
- Development and management of project budgets, including assurance of compliance with grant or other funding source requirements
- Identification of risk and risk management
- Reporting of progress to ARRC management staff through written reports and oral presentations as required
- Identification of, and coordination with, project stakeholders and oversight of public involvement activities
- Development of scopes of work and procurement documents, including coordination with ARRC's Supply Management Department
- Evaluation of Contractor SOQs or bid documents and participation on selection committees
- Management of Contractors, including tracking and control of scope, schedule, budget, and quality
- Coordination and oversight of land status and acquisition activities

- Coordination and oversight of NEPA and environmental compliance activities, possibly including technical third party review of project deliverables
- Coordination and oversight of development of project funding program, including tax-free bond program
- Coordination and oversight of design activities, possibly including third party technical reviews of design deliverables
- Oversight of federal, state, and local regulatory and permitting activities and ensuring compliance with applicable regulations
- Development and refinement of project cost estimates that include cost associated with the design, construction, and operation of the project
- Development of operational models that can be used to evaluate capital equipment, operation, and maintenance costs
- Participation in the evaluation of project delivery methods including design-build, design-bid-build, etc.
- Construction oversight including quality assurance, submittal review, on-site monitoring, review and approval of contractor pay applications, and other typical construction oversight related activities as defined by ARRC
- Participation and oversight of construction closeout and project start-up activities.
- Financial Management
- Tracking of federal funding, including assurance funds are spent within the allowable grant
- Supporting ARRC in developing bonding
- Document Control and Information Management
- Establishing procedures for tracking and documenting the flow of information between various project entities, agencies, and stake holders
- Establishing procedures for occupational health and safety programs
- Develop Project Management Plans
- Project Communication and Project Reporting
- Establishing performance monitoring measures
- Cost Estimating and Control

**SECTION D  
SUBMITTAL FORM**

**THIS FORM MUST BE THE FIRST FOUR PAGES OF SUBMITTAL AFTER THE COVER LETTER.** Firms may propose on more than one discipline. However, separate SOQs and a separate Submittal Form is required to be submitted for each service discipline.

**PROJECT**

|                    |                                     |
|--------------------|-------------------------------------|
| Project Title..... | Professional Services Term Contract |
| RFQ No.....        | <u>20-04-207862</u>                 |

**Firm**

|   |  |
|---|--|
| Firm.....   | :  |
| Street .....  | :  |
| P.O. Box.....   | :  |
| City, State, Zip .....  | :  |
| Alaska Business License Number .....  | :  |
| Federal Tax Identification No. ....   | :  |
| Individual(s) to sign contract.....   | :  |
| Title(s).....   | :  |
| Type of business enterprise (check one) .....                                 | : [    ] Corporation in the state of ..... |
| [    ] Individual        [    ] Partnership        [    ] Other(specify)..... | :  |

**Check one box only for the discipline proposed**

|  |  |
|--|--|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Railroad Engineering</li><li><input type="checkbox"/> Civil Engineering</li><li><input type="checkbox"/> Marine Engineering</li><li><input type="checkbox"/> Bridge/Structural Engineering</li><li><input type="checkbox"/> Architectural/Structural Engineering</li><li><input type="checkbox"/> Mechanical/Electrical/Plumbing (MEP) Engineering</li><li><input type="checkbox"/> Hydrology/Hydraulic Engineering</li><li><input type="checkbox"/> Geotechnical Engineering/ Material Testing</li><li><input type="checkbox"/> Surveying and Mapping Services</li><li><input type="checkbox"/> Environmental Compliance</li><li><input type="checkbox"/> Cultural Resources</li><li><input type="checkbox"/> Construction Administration and Management</li><li><input type="checkbox"/> Project and Program Management</li></ul> |  |
|--|--|

**Subcontractors**

|                                    |  |
|------------------------------------|--|
| List all subcontractors. (if used) |  |
|------------------------------------|--|

**NON-COLLUSION AFFIDAVIT**

The Undersigned declares, under penalty of perjury under the laws of the United States, that neither he/she nor the firm, association, or corporation of which he/she is a member, has, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this Proposal.

The Undersigned has read the foregoing proposal and hereby agrees to the conditions stated therein by affixing his/her signature below.

**RECIPT OF THE FOLLOWING ADDENDA OR AMENDMENTS**

The Undersigned acknowledges receipt of the following addenda to the requirements and/or specifications for this Request for Proposal (give number and date of each).

| Addenda<br>Number | Date<br>Issued | Addenda<br>Number | Date<br>Issued | Addenda<br>Number | Date<br>Issued |
|-------------------|----------------|-------------------|----------------|-------------------|----------------|
| _____             | _____          | _____             | _____          | _____             | _____          |
| _____             | _____          | _____             | _____          | _____             | _____          |

**CERTIFICATION**

I certify: that I am a duly authorized representative of the Firm; that this Submittal accurately represents capabilities of the Firm and Subcontractors identified herein for providing the services indicated; and, that the requirements of the Certifications below for 1) Alaska Business License, 2) Certificate of Incorporation, 3) Joint Ventures, and 4) Current or Former Public Officer - will be complied with in full. These Certifications are material representations of fact upon which reliance will be placed if the proposed contract is awarded. Failure to comply with these Certifications is a fraudulent act. The Contracting Agency is hereby authorized to request any entity identified in this Submittal to furnish information deemed necessary to verify the reputation and capabilities of the Firm and Subcontractors.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone (voice): \_\_\_\_\_

Title: \_\_\_\_\_ Email Address: \_\_\_\_\_



## **CERTIFICATION FOR ALASKA BUSINESS LICENSES AND REGISTRATIONS**

Firm and all Subcontractors shall comply with the following applicable requirements of Alaska Statutes:

### **CERTIFICATION FOR ALASKA:**

- 1. Alaska Business License**, (Form 08-070 issued under AS 43.70) An Alaska Business License (ABL) is required of Contractors who do business in Alaska and required before contract award. Proof of application for an ABL will satisfy this requirement. Acceptable evidence that the responder possesses a valid ABL consists of any one of the following:
  - a. Copy of the ABL.
  - b. Certification on the bid or Submittal that the bidder/responder has a valid ABL number and has written the license number in the space provided on the Submittal.
  - c. A canceled check that demonstrates payment for the ABL fee.
  - d. A copy of the ABL application with a receipt stamp from the State's business license office.
  - e. A sworn notarized affidavit that the bidder/responder applied and paid for the ABL.
  - f. Other forms of evidence acceptable to the Department of Law.
- 2. 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).
- 3. Joint Ventures**, regardless of type of services provided, must be licensed/registered in the legal name of the Joint Venture as used in this Submittal (AS 43.70.020 and 43.70.110(4)).

**[For information about licensing, Respondent may contact the Alaska Department of Commerce and Economic Development, Division of Occupational Licensing at P.O. Box 110806, Juneau, AK 99811-0806, or at Telephone (907) 465-2550, or at Internet address:  
[http://www.dced.state.ak.us/occ/home\\_bus\\_licensing.html](http://www.dced.state.ak.us/occ/home_bus_licensing.html).]**

**SECTION D-2. 4. Certification – Current or Former Public Officer.** *Any individual that is a member of the Respondent's team as a current public officer or a former public officer (who has left state service within the past two years) must submit a sworn statement from that individual that the Alaska Executive Branch Ethics Act does not prohibit his or her participation in the project. If a Respondent fails to submit a required statement, the submittal may be deemed non-responsive or non-responsible and rejected depending upon the materiality of the individual's proposed position.*

The Ethics Act bars a public officer who leaves state service from representing, advising or assisting a person for compensation regarding a matter that was under consideration by the administrative unit in which the officer served, and in which the officer participated personally and substantially through the exercise of official action, for two years after leaving state service. See AS 39.52.180(a). "Public officer" includes a state employee, a member of a state board and commission, and a trustee of the Exxon Valdez Oil Spill Trust. "Official action" means a recommendation, decision, approval, disapproval, vote, or other similar action or inaction. Possible remedies for violating the bar include penalties against the former public officer and voiding the state grant, contract or lease in which the former public officer is involved.

Additionally, former public officers may not disclose or use information acquired in the course of their official duties that could in any way result in a benefit to the former public officers or their families, if the information has not been disseminated to the public or is confidential by law, without appropriate authorization. See AS 39.52.140. Each current or former public officer is responsible for determining whether he or she may serve in the listed capacity on this project without violating the Ethics Act. A form that a former public officer may use to certify their eligibility is attached. Current public officers may seek advice from their designated ethics supervisors concerning the scope and application of the Ethics Act. Former public officers may, in writing, request advice from the Office of the Attorney General, Ethics Attorney concerning the application of the Ethics Act to their participation in this project. It is the responsibility of the individual and the responder to seek resolution in a timely manner of any question concerning the individual's eligibility.

**Former Employee's Certification of Eligibility**

SECTION D-3. *Under the Alaska Executive Branch Ethics Act*

**(AS 39.52.140, AS 39.52.180)**

I am a former employee of the State of Alaska and left state service within the last two years. My last position with the state was [job title] with the [name of state agency and administrative unit]. I propose to work on [describe state contract or other matter] on behalf of [name of current employer]. This work will not involve any matter (a) that was under consideration by the state administrative unit that I served, and (b) in which I participated personally and substantially during my state service through the exercise of official action ("official action" means a recommendation, decision, approval, disapproval, vote, or other similar action or inaction). I am therefore eligible to participate in this [contract or matter] under the Alaska Executive Branch Ethics Act. I also understand that as a former public officer I may not disclose or use information acquired in the course of my official duties that could in any way result in a benefit to me or my family, if the information has not been disseminated to the public, or that is confidential by law, without appropriate authorization.

I certify under penalty of perjury that the foregoing is true.

Dated: \_\_\_\_\_, 20\_\_, at \_\_\_\_\_ (Location)

\_\_\_\_\_ [name of former state employee]

STATE OF ALASKA

) ss.

\_\_\_\_\_ JUDICIAL DISTRICT)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, \_\_\_\_\_ [name of former state employee], whom I know to be the individual described in and who executed this certification, personally appeared before me and acknowledged that [s]he signed the certification as [her or his] free and voluntary act.

IN WITNESS WHEREOF, I have placed my signature and affixed my official seal.

\_\_\_\_\_  
Notary Public in and for Alaska  
My commission expires: \_\_\_\_\_

*If no notary or other official (judge, magistrate, U.S. postmaster or municipal clerk) is available, omit the notary certificate and include the following statement in the text: A notary or other official empowered to administer oaths is unavailable.*

## SECTION E

### GENERAL TERMS AND CONDITIONS (Professional Service Contracts) (Revised 3/4/08)

1. Definitions.

“ARRC” shall mean the Alaska Railroad Corporation.

“Contractor” shall mean the person or entity entering into the contract to perform the work or services specified therein for ARRC.

“Contract” shall mean these General Terms and Conditions, the contract form to which they are annexed, and all other terms, conditions, schedules, appendices or other documents attached to the contract form or incorporated by reference therein.

“Services” shall mean any work, direction of work, technical information, technical consulting or other services, including but not limited to design services, analytical services, consulting services, construction management services, engineering services, quality assurance and other specialized services furnished by Contractor to ARRC under the contract.

2. Inspection and Reports. ARRC may inspect all of the Contractor's facilities and activities under this contract in accordance with the provisions of ARRC Procurement Rule 1600.9. The Contractor shall make progress and other reports in the manner and at the times ARRC reasonably requires.

3. Claims. Any claim by Contractor for additional compensation or equitable adjustment arising under this contract which is not disposed of by mutual agreement must be made by Contractor in accordance with the time limits and procedures specified in sections 1800.12 et seq. of ARRC's Procurement Rules, which by this reference are hereby incorporated herein.

4. Nondiscrimination.

4.1 The Contractor may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical or mental handicap, sex, marital status, change in marital status, pregnancy or parenthood when the reasonable demands of the positions do not require distinction on the basis of age, physical handicap, sex, marital status, changes in marital status, pregnancy, or parenthood. To the extent required by law, the Contractor shall take affirmative action to insure that the applicants are considered for employment and that employees are treated during employment without unlawful regard to their race, color, religion, national origin, ancestry, physical or mental handicap, age, sex, marital status, changes in marital status, pregnancy or parenthood. This action must include, but need not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting out the provisions of this paragraph.

4.2 The Contractor shall cooperate fully with ARRC efforts which seek to deal with the problem of unlawful discrimination, and with all other ARRC efforts to guarantee fair employment

practices under this contract, and promptly comply with all requests and directions from the State Commission for Human Rights or any of its officers or agents relating to prevention of discriminatory employment practices.

4.3 Full cooperation in Paragraph 4.2 includes, but is not limited to, being a witness in any proceeding involving questions of unlawful discrimination if that is requested by any official or agency of the State of Alaska; permitting employees of the Contractor to be witnesses or complainants in any proceeding involving questions of unlawful discrimination, if that is requested by any official or agency of the State of Alaska; participating in meetings; submitting periodic reports on the equal employment aspects of present and future employment; assisting inspection of the Contractor's facilities; and promptly complying with all State directives considered essential by any office or agency of the State of Alaska to insure compliance with all federal and state laws, regulations, and policies pertaining to the prevention of discriminatory employment practices.

4.4 Failure to perform under this section constitutes a material breach of the contract.

## 5. Cancellation/Termination.

5.1 ARRC may, for its sole convenience, cancel this contract in whole or in part, at any time by giving written notice of its intention to do so. In the event of such cancellation, Contractor shall be entitled to receive payment in accordance with the payment provisions of this contract for services rendered or charges incurred prior to the effective date of termination. Contractor shall not be paid for any work done after receipt of a notice of cancellation or for any costs incurred by Contractor's suppliers or subcontractors which Contractor could reasonably have avoided. In no event shall ARRC be liable for unabsorbed overhead or anticipatory profit on unperformed services.

5.2 In addition to ARRC's right to cancel this contract for its convenience, ARRC may, by written notice of default to Contractor, terminate the contract in whole or in part in the following circumstances:

(1) The Contractor refuses or fails to perform its obligations under the contract, or fails to make progress so as to significantly endanger timely completion or performance of the contract in accordance with its terms, and Contractor does not cure such default within a period of ten (10) days after receipt of written notice of default from ARRC or within such additional cure period as ARRC may authorize; or

(2) Reasonable grounds for insecurity arise with respect to Contractor's expected performance and Contractor fails to furnish adequate assurance of due performance (including assurance of performance in accordance with the time requirements of the contract) within ten (10) days after receipt of a written request by ARRC for adequate assurance; or

(3) Contractor becomes insolvent or makes an assignment for the benefit of creditors or commits an act of bankruptcy or files or has filed against it a petition in bankruptcy or reorganization proceedings.

5.3 Upon receipt of a notice of cancellation or termination, Contractor shall immediately discontinue all service and it shall immediately cause any of its suppliers or subcontractors to cease such work unless the notice directs otherwise and deliver immediately to ARRC all reports, plans, drawings, specifications, data, summaries or other material and information, whether completed or in process, accumulated by Contractor in performance of the

contract. In the event of termination for default, Contractor shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the amount to be paid on this contract exceeds the expense of finishing the work, compensation for additional managerial and administrative services and such other costs and damages as ARRC may suffer as a result of Contractor's default, such excess shall be paid to Contractor. If such expense, compensation, costs and damages shall exceed such unpaid balance, Contractor shall be liable for and shall pay the differences to ARRC. The rights and remedies of ARRC provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law.

6. No Assignment or Delegation. The Contractor may not assign, subcontract or delegate this contract, or any part of it, or any right to any of the money to be paid under it, except with the prior written consent of ARRC. The hiring or use of outside services, subcontractors or consultants in connection with the work shall not be permitted without the prior written approval of ARRC. No such approval shall relieve Contractor from any of its obligations or liabilities under this contract.

7. Independent Contractor. The Contractor's relationship to ARRC in performing this contract is that of an independent contractor and nothing herein shall be construed as creating an employer/employee relationship, partnership, joint venture or other business group or concerted action. The personnel performing services under this contract shall at all times be under Contractor's exclusive direction and control and shall be employees of the Contractor, and not of ARRC.

8. Payment of Taxes. As a condition of performance of this contract, the Contractor shall pay all federal, state, and local taxes incurred by the Contractor and shall require their payment by any subcontractor or any other persons in the performance of this contract. Satisfactory performance of this paragraph is a condition precedent to payment by ARRC under this contract.

9. Ownership of Work Product. Except for items that have preexisting copyrights, all exhibits, drawings, plans, specifications, notes, reports, data, recommendations, artwork, memoranda and any other information prepared or furnished by Contractor to ARRC in the performance of this contract (collectively "Work Product") shall become the property of ARRC and may be used by ARRC for any other purpose without additional compensation to the Contractor. Contractor hereby grants ARRC an irrevocable, perpetual, royalty-free, fully assignable license (with full sublicense rights) to use all proprietary and confidential information and other intellectual property that may be incorporated into any of Contractor's Work Product for ARRC. Should ARRC elect to reuse said Work Product, ARRC shall indemnify, hold harmless and defend Contractor and its subcontractors against any damages or liabilities arising from said reuse. When Work Product produced by the Contractor and its Subcontractors under this Contract are reused by ARRC, the Contractor's and Subcontractor's signatures, professional seals, and dates shall be removed. If such Work Product requires professional signature and seal, it will be signed, sealed, and dated by the professional who is in direct supervisory control and responsible for the new project for which such Work Product is being reused.

Contractor hereby represents and warrants to and for the benefit of ARRC and its successors and assigns that no part of its work product for ARRC will infringe any patent rights or copyrights or utilize any proprietary, confidential or trade secret information or other intellectual property for which Contractor does not have the unqualified right to grant ARRC the license and sublicensing rights referred to above. Contractor shall defend, indemnify and hold harmless ARRC, its successors and assigns, and their respective representatives, agents and employees from and against, any and all claims, defenses, obligations and liabilities which they may have or acquire

under or with respect to any patent, copyright, trade secret, proprietary or confidential information, or any other form of intellectual property that may be asserted by Contractor or any other person which arises out of, results from or is based upon the manufacture, use or sale by ARRC or any of its successors or assigns of any of Contractor's work product for ARRC. ARRC shall have the right to select its legal counsel and control its defense in any litigation resulting from any such claim.

10. Governing Law. This contract, and all questions concerning the capacity of the parties, execution, validity (or invalidity) and performance of this contract, shall be interpreted, construed and enforced in all respects in accordance with the laws of the State of Alaska.

11. Alaska Executive Branch Ethics Act Requirements. No officer or employee of the State of Alaska or of the ARRC and no director of the ARRC or legislator of the state shall be admitted to any share or part of this contract or to any benefit that may arise therefrom. Contractor shall exercise reasonable care and diligence to prevent any actions or conditions which could be a violation of Alaska Statute 39.52 et seq. Contractor shall not make or receive any payments, gifts, favors, entertainment, trips, secret commissions, or hidden gratuities for the purpose of securing preferential treatment or action from or to any party. This obligation will apply to the activities of Contractor's employees and agents in their relations with ARRC employees, their families, vendors, subcontractors, and third parties arising from this contract and in accomplishing work hereunder. Certain gratuities may be given or accepted if:

- (1) there is no violation of any law or generally accepted ethical standards;
- (2) the gratuity is given as a courtesy for a courtesy received and does not result in any preferential treatment or action;
- (3) the gratuity is of limited value (less than \$150) and could not be construed as a bribe, payoff or deal; and
- (4) public disclosure would not embarrass ARRC.

ARRC may cancel this contract without penalty or obligation in the event Contractor or its employees violate the provisions of this section.

12. Non-Disclosure of Confidential Information. Contractor acknowledges and agrees that for and during the entire term of this contract, any information, data, figures, projections, estimates, reports and the like received, obtained or generated by Contractor pursuant to the performance of this contract shall be considered and kept as the private, confidential and privileged records of ARRC and will not be divulged to any person, firm, corporation, regulatory agency or any other entity except upon the prior written consent of ARRC. Furthermore, upon termination of this contract, Contractor agrees that it will continue to treat as private, privileged and confidential any information, data, figures, projections, estimates, reports and the like received, obtained or generated by Contractor during the term of the contract and will not release any such information to any person, firm, corporation, regulatory agency or any other entity, either by statement, deposition or as a witness except upon the express written authority of ARRC. ARRC shall be entitled to an injunction by any competent court to enjoin and restrain the unauthorized disclosure of such information.

Contractor's agreement of non-disclosure as specified in this section applies except to the extent required for (1) performance of services under this contract; (2) compliance with professional

standards of conduct for preservation of the public safety, health, and welfare (so long as Contractor has given ARRC prior notice of the potential hazard and ARRC has had a reasonable opportunity to correct the hazard prior to disclosure); (3) compliance with a court order or subpoena directed against Contractor (so long as Contractor has given ARRC prior notice of such and ARRC has had an opportunity to contest the same in a court of law); or (4) Contractor's defense against claims arising from performance of services under this contract.

13. Covenant Against Contingent Fees. Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any person, company, individual, or firm any commission, gift, percentage, fee, contingent upon or resulting from the award or making of this contract. For the breach or violation of this warranty, ARRC may terminate this contract without liability and, at its discretion, deduct from the contract price or otherwise recover the full amount of the commission, percentage, gift, or fee.

14. Standard of Performance. Contractor shall perform its services with care, skill and diligence in accordance with normally accepted industry standards and shall be responsible for the professional quality, technical accuracy, completeness, and coordination of all reports, designs, drawings, plans, information, specifications and other items and services furnished under this Contract. Contractor shall comply with all applicable federal, state and local laws and ordinances, codes, and regulations in performing its services. If any failure to meet the foregoing standard of performance appears within one (1) year after the services are accepted by ARRC, Contractor shall, at a minimum, re-perform the work at no cost to ARRC and shall reimburse ARRC for any additional costs that may be incurred by ARRC or any of its contractors or subcontractors as a result of such substandard work. If Contractor should fail to re-perform the work, or if ARRC determines that Contractor will be unable to correct substandard services before the time specified for completion of the project, if any, ARRC may correct such unsatisfactory work itself or by the use of third parties and charge Contractor for the costs thereof. The rights and remedies provided for in this section are in addition to any other remedies provided by law.

15. Warranty. In the event Contractor supplies equipment, goods, materials or other supplies in addition to services under this contract, Contractor warrants that said items: (a) shall be of good quality and free from all defects and deficiencies in workmanship, material and design; (b) shall be fit, suitable and operate successfully for their intended purpose; (c) shall be new; (d) shall be free from all liens, claims, demands, encumbrances and other defects in title; and (e) shall conform to the specifications, if any, stated in the contract. Contractor shall honor all guarantees and warranties offered by the manufacturer of the equipment, goods, materials or other supplies provided under this contract. The rights and remedies provided for in this section are in addition to any other remedies provided by law.

16. Indemnification. Contractor shall defend, indemnify and hold ARRC harmless from and against all claims and actions asserted by a third party (or parties) and related damages, losses and expenses, including attorney's fees, arising out of or resulting from the services performed or neglected to be performed by Contractor or anyone acting under its direction or control or in its behalf in the course of its performance under this contract and caused by any error, omission or negligent act, provided that Contractor's aforesaid indemnity and hold harmless agreement shall not be applicable to any liability based upon the independent negligence of ARRC. If there is a claim of, or liability for, the joint negligent error or omission of the Contractor and the independent negligence of ARRC, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. The term "independent negligence" is negligence other than ARRC's

selection, administration, monitoring, or controlling contractor and in approving or accepting Contractor's work.

17. Insurance. Without limiting Contractor's indemnification, it is agreed that Contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this contract the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Contractor's policy contains higher limits, ARRC shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the ARRC contracting officer prior to beginning work and must provide for a 30-day prior notice of cancellation, non-renewal or material change. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach and grounds for termination of the Contractor's services.

17.1 Workers' Compensation Insurance: The Contractor shall provide and maintain, for all employees of the Contractor engaged in work under this contract, worker's compensation insurance as required by applicable law. The Contractor shall be responsible for worker's compensation insurance for any subcontractor who directly or indirectly provides services under this contract. This coverage must include statutory coverage for states in which employees are engaging in work and employer's liability protection not less than \$100,000 per person, \$100,000 per occurrence. Where applicable, coverage for all federal acts (i.e. U.S.L. & H. and Jones Acts) must also be included.

17.2 Comprehensive (Commercial) General Liability Insurance: With coverage limits not less than \$1,000,000 combined single limit per occurrence and annual aggregates where generally applicable and shall include premises-operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements. Said policy shall name ARRC as an additional insured and contain a waiver of subrogation against ARRC and its employees.

17.3 Comprehensive Automobile Liability Insurance: Covering all owned, hired and non-owned vehicles with coverage limits not less than \$100,000 per person/\$300,000 per occurrence bodily injury and \$50,000 property damage. Said policy shall name ARRC as an additional insured and contain a waiver of subrogation against ARRC and its employees.

17.4 Professional Liability (E&O) Insurance: Covering all errors, omissions or negligent acts of the Contractor, its subcontractor or anyone directly or indirectly employed by them, made in the performance of this contract which result in financial loss to ARRC. Limits required are per the following schedule:

| <u>Contract Amount</u> | <u>Minimum Required Limits</u>              |
|------------------------|---|
| Under \$100,000        | \$ 500,000 per Occurrence/Annual Aggregate  |
| \$100,000-\$499,999    | \$1,000,000 per Occurrence/Annual Aggregate |
| \$500,000-\$999,999    | \$2,000,000 per Occurrence/Annual Aggregate |
| Over \$1,000,000       | Negotiable-Refer to Risk Management         |

18. ARRC's Rights Not Waived by Payment. No payment made by ARRC shall be considered as acceptance of satisfactory performance of Contractor's obligations under this contract. Nor shall any payment be construed as acceptance of substandard or defective work or as relieving Contractor from its full responsibility under the contract.



19. Non-waiver. A party's failure or delay to insist upon strict performance of any of the provisions of this contract, to exercise any rights or remedies provided by this contract or by law, or to notify the other party of any breach of or default under this contract shall not release or relieve the breaching or defaulting party from any of its obligations or warranties under this contract and shall not be deemed a waiver of any right to insist upon strict performance of this contract or any of the rights or remedies as to any subject matter contained herein; nor shall any purported oral modification or rescission of this contract operate as a waiver of any of the provisions of this contract. The rights and remedies set forth in any provision of this Agreement are in addition to any other rights or remedies afforded the non-breaching or non-defaulting party by any other provisions of this contract, or by law.

20. Savings Clause. If any one or more of the provisions contained in the contract shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this contract, but this contract shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

21. Headings. The headings of sections and paragraphs of this contract are for convenience of reference only and are not intended to restrict, affect, or be of any weight in the interpretation or construction of the provisions of such sections or paragraphs.

22. Forum Selection. The parties shall not commence or prosecute any suit, proceeding or claim to enforce the provisions of the contract, to recover damages for breach or default under the contract, or otherwise arising under or by reason of the contract, other than in the courts of the State of Alaska for the Third Judicial District at Anchorage. The parties hereby irrevocably consent to the jurisdiction of said courts.

23. Conflict of Interest. Contractor shall act to prevent any actions or conditions which could result in a conflict with ARRC's best interests. This obligation shall apply to the activities of Contractor's employees and agents in their relationships with ARRC's employees, their families, vendors, subcontractors and third parties accomplishing work under this contract.

24. Publicity. Contractor shall not release any information for publication or advertising purposes relative to this contract or to the material, equipment and/or services furnished under this contract without the prior written consent of the ARRC.

25. Audit. ARRC has the right to audit at reasonable times the accounts and books of the Contractor in accordance with the provisions of ARRC Procurement Rule 1600.10.

26. Internal Controls and Record Keeping. Contractor shall keep full and accurate records and accounts of all of its activities in connection with this contract, including, without limitation, reasonable substantiation of all expenses incurred and all property acquired hereunder.

27. Force Majeure. Neither ARRC nor Contractor shall be responsible for failure to perform the terms of this contract when performance is prevented by force majeure, provided that: (1) notice and reasonably detailed particulars are given to the other party and (2) the cause of such failure or omission is remedied so far as possible with reasonable dispatch. The term "force majeure" shall mean acts of God, earthquakes, fire, flood, war, civil disturbances, governmentally imposed rules, regulations or other causes whatsoever, whether similar or dissimilar to the causes herein enumerated, which is not within the reasonable control of either party and which through

the exercise of due diligence, a party is unable to foresee or overcome. In no event shall force majeure include normal or reasonably foreseeable or reasonably avoidable operational delays.

28. Permits and Licenses The Contractor shall, at its own expense, obtain all necessary permits, licenses, certifications and any other similar authorizations required or which may become required by the government of the United States or any state or by any political subdivision of the United States or of any state except where laws, rules or regulations expressly require the ARRC to obtain the same.

29. Environmental Protection. When performing all obligations under the contract, Contractor shall comply with all specific instructions of ARRC with regard to environmental concerns, regardless of whether such instructions are based upon specific law, regulation or order of any governmental authority.

30. Set Off. If ARRC has any claim against the Contractor related or unrelated to this contract, it may set off the amount of such claim against any amount due or becoming due under this contract.

31. Observance of Rules. The contractor's personnel performing work or services hereunder on ARRC's premises shall observe all fire prevention, security, and safety rules in force at the site of the work.

32. No Third-Party Beneficiary Rights. No provision of this contract shall in any way inure to the benefit of any third parties (including the public at large) so as to constitute any such person a third-party beneficiary of the contract or of any one or more of the terms hereof, or otherwise give rise to any cause of action in any person not a party hereto.

33. Entire Agreement. This contract represents the entire and integrated agreement between ARRC and the Contractor and supersedes all prior negotiations, representations, or agreements, either written or oral. This contract may be amended only by a written instrument signed by both ARRC and the Contractor.

34. Key Personnel Changes. Contractor shall secure prior written approval from ARRC for any changes of key personnel assigned to perform services under this contract. ARRC reserves the right to reject any of Contractor's employees whose qualifications and/or experience in ARRC's good faith and reasonable judgment do not meet the standards necessary for the performance of the services required under this contract.

## SECTION F

### REQUIRED CONTRACT PROVISIONS FOR FEDERAL-AID CONTRACTS [Revised June 9, 2017]

The following contract provisions shall apply, where applicable, to all work performed on the contract by the contractor's own organization and by subcontractors. As provided in this Section, the contractor shall insert in each subcontract all of the stipulations contained in these Required Contract Provisions and further require their inclusion in any lower tier subcontracts or purchase orders that may in turn be made. Incorporation by reference shall not be allowed. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with all applicable Required Contract Provisions.

1. **CARGO PREFERENCE REQUIREMENTS - 46 USC 55305; 46 CFR Part 381** [Applicable to all Federal-aid contracts involving equipment, materials or commodities which may be transported by ocean vessel]

**Cargo Preference-Use of United States Flag Vessels** - The contractor agrees: **a. to use** privately owned United States-Flag commercial vessels to ship at least 50 percent of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners, and tankers) involved, whenever shipping any equipment, material, or commodities pursuant to the underlying contract to the extent such vessels are available at fair and reasonable rates for United States-Flag commercial vessels; **b. to furnish** within twenty (20) working days following the date of loading for shipments originating within the United States or within thirty (30) working days following the date of loading for shipments originating outside the United States, a legible copy of a rated, "on-board" commercial ocean bill-of-lading in English for each shipment of cargo described in the preceding subsection to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590 and to ARRC (through the contractor in the case of a subcontractor's bill-of-lading.) **c. to include these** requirements in all subcontracts issued pursuant to this contract when the subcontract may involve the transport of equipment, material, or commodities by ocean vessel.

2. **DEBARMENT, SUSPENSION, INELIGIBILITY & VOLUNTARY EXCLUSION - 2 CFR Part 180 & Part 1200; 2 CFR 200.213; Executive Orders 12549 & 12689** [Applicable to all Federal-aid contracts which exceed \$25,000]

The Contractor shall comply and facilitate compliance with U.S. DOT regulations, "Non-procurement Suspension and Debarment," 2 CFR Part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) "Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement)," 2 CFR Part 180. As such, the Contractor shall verify that its principals, affiliates, and subcontractors are eligible to participate in this federally funded contract and are not presently declared by any Federal department or agency to be:

- a) Debarred from participation in any federally assisted Award;
- b) Suspended from participation in any federally assisted Award;
- c) Proposed for debarment from participation in any federally assisted Award;
- d) Declared ineligible to participate in any federally assisted Award;
- e) Voluntarily excluded from participation in any federally assisted Award; or
- f) Disqualified from participation in any federally assisted Award.

**By signing this contract and/or submitting its bid or proposal, the Contractor, bidder or proposer certifies as follows:**

The certification in this clause is a material representation of fact relied upon by the ARRC. If it is later determined by the ARRC that the Contractor, bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to the ARRC, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The Contractor, bidder or proposer agrees to comply with the requirements of 2 CFR Part 180, subpart C, as supplemented by 2 CFR Part 1200, while its offer is valid and throughout the period of any contract that may arise from its offer. The contractor, bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**3. DAVIS-BACON AND COPELAND ANTI-KICKBACK ACTS - 40 USC 3141-3148; 49 USC 5333(a); 29 CFR Part 5; 2 CFR Part 200, App. II (D) [Applicable to all Federal-aid construction contracts which exceed \$2,000]**

**(1) Minimum wages -** (i) All laborers and mechanics employed or working upon the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics.

Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of paragraph (1)(iv) of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR Part 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classifications and wage rates conformed under paragraph (1)(ii) of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

(ii)(A) The contracting officer shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

(1) Except with respect to helpers as defined as 29 CFR 5.2(n)(4), the work to be performed by the classification requested is not performed by a classification in the wage determination; and

(2) The classification is utilized in the area by the construction industry; and

(3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination; and

(4) With respect to helpers as defined in 29 CFR 5.2(n)(4), such a classification prevails in the area in which the work is performed.

(B) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the

amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(D) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs (a)(1)(ii) (B) or

(C) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(iv) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

(v)(A) The contracting officer shall require that any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

(1) The work to be performed by the classification requested is not performed by a classification in the wage determination; and

(2) The classification is utilized in the area by the construction industry; and

(3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(B) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, Employment Standards Administration, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination with 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(D) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs (a)(1)(v) (B) or

(C) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

**(2) Withholding** - ARRC shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), all or part of the wages required by the contract, ARRC may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

**(3) Payrolls and basic records** - (i) Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work (or under the United States Housing Act of 1937, or under the Housing Act of 1949, in the construction or development of the project). Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

(ii)(A) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to ARRC for transmission to the Federal grantor agency. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under section 5.5(a)(3)(i) of Regulations, 29 CFR part 5. This information may be submitted in any form desired. Optional Form WH-347 is available for this purpose and may be purchased from the Superintendent of Documents (Federal Stock Number 029-005-00014-1), U.S. Government Printing Office, Washington, DC 20402. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors.

(B) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(1) That the payroll for the payroll period contains the information required to be maintained under section 5.5(a)(3)(i) of Regulations, 29 CFR part 5 and that such information is correct and complete;

(2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, 29 CFR part 3;

(3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(C) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph (a)(3)(ii)(B) of this section.

(D) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under section 1001 of title 18 and section 231 of title 31 of the United States Code.

(iii) The contractor or subcontractor shall make the records required under paragraph (a)(3)(i) of this section available for inspection, copying, or transcription by authorized representatives of the Federal grantor agency or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, the Federal agency may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

**(4) Apprentices and trainees - (i) Apprentices** - Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training, or with a State Apprenticeship Agency recognized by the Bureau, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Bureau of Apprenticeship and Training or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator of the Wage and Hour Division of the U.S. Department of Labor determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Bureau of Apprenticeship and Training, or a State Apprenticeship Agency recognized by the Bureau, withdraws approval of an apprenticeship program, the

contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(ii) Trainees - Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(iii) Equal employment opportunity - The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR part 30.

**(5) Compliance with Copeland Act requirements** - The contractor shall comply with the requirements of 29 CFR Part 3, which are incorporated by reference in this contract.

**(6) Subcontracts** - The contractor or subcontractor shall insert in any subcontracts the clauses contained in 29 CFR 5.5(a)(1) through (10) and such other clauses as the Federal Transit Administration may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR 5.5.

**(7) Contract termination: debarment** - A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

**(8) Compliance with Davis-Bacon and Related Act requirements** - All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this contract.

**(9) Disputes concerning labor standards** - Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

**(10) Certification of eligibility** - (i) By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).



(ii) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 USC 1001.

**4. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT - 40 USC 3701-3708.; 29 CFR Part 5; 29 CFR 1926; 2 CFR Part 200, App. II (E) [Applicable to all Federal-aid construction in excess of \$100,000 and all nonconstruction contracts which employ mechanics and laborers on a public work in excess of \$100,000]**

**A. Overtime** (Applicable to construction and nonconstruction contracts)

**(1) Overtime requirements** - No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

**(2) Violation; liability for unpaid wages; liquidated damages** - In the event of any violation of the clause set forth in paragraph (1) of this section the contractor and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

**(3) Withholding for unpaid wages and liquidated damages** - ARRC shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

**(4) Subcontracts** - The contractor or subcontractor shall insert in any subcontracts the clauses set forth in this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in this section.

**(5) Payrolls and basic records** - (i) Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship

programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

**B. Contract Work Hours and Safety Standards Act** (Applicable to construction contracts only) (i) The Contractor agrees to comply with section 107 of the Contract Work Hours and Safety Standards Act, 40 USC § 333, and applicable DOL regulations, "Safety and Health Regulations for Construction" 29 CFR Part 1926. Among other things, the Contractor agrees that it will not require any laborer or mechanic to work in unsanitary, hazardous, or dangerous surroundings or working conditions.

(ii) **Subcontracts** - The Contractor also agrees to include the requirements of this section in each subcontract. The term "subcontract" under this section is considered to refer to a person who agrees to perform any part of the labor or material requirements of a contract for construction, alteration or repair. A person who undertakes to perform a portion of a contract involving the furnishing of supplies or materials will be considered a "subcontractor" under this section if the work in question involves the performance of construction work and is to be performed: (1) directly on or near the construction site, or (2) by the employer for the specific project on a customized basis. Thus, a supplier of materials which will become an integral part of the construction is a "subcontractor" if the supplier fabricates or assembles the goods or materials in question specifically for the construction project and the work involved may be said to be construction activity. If the goods or materials in question are ordinarily sold to other customers from regular inventory, the supplier is not a "subcontractor." The requirements of this section do not apply to contracts or subcontracts for the purchase of supplies or materials or articles normally available on the open market.

**5. FEDERAL WATER POLLUTION CONTROL ACT- 33 USC 1251-1387; 2 CFR Part 200, App. II (G)** [Applicable to all Federal-aid contracts which exceed \$150,000]

(1) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 USC 1251 et seq. The Contractor agrees to report each violation to ARRC and understands and agrees that ARRC will, in turn, report each violation as required to assure notification to the Federal grantor agency and the appropriate EPA Regional Office. (2) The Contractor also agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal funds.

**6. CLEAN AIR ACT - 42 USC 7401-7671q; 2 CFR Part 200, App. II (G)** [Applicable to all Federal-aid contracts which exceed \$150,000]

(1) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 USC 7401 et seq. The Contractor agrees to report each violation to ARRC and understands and agrees that ARRC will, in turn, report each violation as required to assure notification to the Federal grantor agency and the appropriate EPA Regional Office. (2) The Contractor also agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal funds.

**7. ACCESS TO RECORDS AND REPORTS – 49 USC 5325(g); 2 CFR 200.333; 49 CFR Part 633** [Applicable to all Federal-aid contracts]

Access to Records - The following access to records requirements apply to this Contract:

1. Contractor agrees to provide ARRC, the Federal grantor agency, the Comptroller General, or any of their duly authorized representatives access to the Contractor's books, documents, papers and records which are directly pertinent to this contract for the purpose of making audit, examination, excerpts and transcriptions.
2. Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

3. Contractor agrees to comply with the record retention requirements in accordance with 2 CFR 200.333. Contractor agrees to maintain all books, records, accounts and reports required under this contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case Contractor agrees to maintain the same until ARRC, the Federal grantor agency, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto.

4. Contractor agrees to permit the Federal grantor agency and its contractors access to the sites of performance under this contract as reasonably may be required.

5. Contractor agrees to include these requirements in each subcontract financed in whole or in part with Federal funds.

**8. CHANGES TO FEDERAL REQUIREMENTS – [Applicable to all Federal-aid contracts]**

**Federal Changes** - Contractor shall at all times comply with all applicable Federal regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Agreement between ARRC and the Federal grantor agency, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.

**9. NO GOVERNMENT OBLIGATION TO THIRD PARTIES [Applicable to all Federal-aid contracts]**

(1) ARRC and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to ARRC, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

(2) The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

**10. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS AND RELATED ACTS – 49 USC 5323j(1); 31 USC 3801-3812; 49 CFR Part 31; 18 USC 1001 [Applicable to all Federal-aid contracts]**

(1) The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 USC §3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the Federally assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.

(2) The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance, the Government reserves the right to impose the penalties of 18 USC §1001 and 49 USC 5323(I) on the Contractor, to the extent the Federal Government deems appropriate.

(3) The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

**11. SEISMIC SAFETY REQUIREMENTS - 42 USC 7701 et seq. & 49 CFR Part 41; Executive Order 12699** [Applicable only to Federal-aid contracts for the construction of new buildings or additions to existing buildings]

**Seismic Safety** - The contractor agrees that any new building or addition to an existing building will be designed and constructed in accordance with the standards for Seismic Safety required in Department of Transportation Seismic Safety Regulations, 49 CFR Part 41 and will certify to compliance to the extent required by the regulation. The contractor also agrees to ensure that all work performed under this contract including work performed by a subcontractor is in compliance with the standards required by the Seismic Safety Regulations and the certification of compliance issued on the project.

**12. ENERGY CONSERVATION REQUIREMENTS - 42 USC 6321 et seq. & 49 CFR Part 622, Subpart C** [Applicable to all Federal-aid contracts]

**Energy Conservation** - The Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

**13. CIVIL RIGHTS AND EQUAL OPPORTUNITY REQUIREMENTS – 49 USC 5332; 29 USC 623, 42 USC 2000e, 42 USC 6102, 42 USC 12112, 42 USC 12132, 29 CFR Part 1630, & 41 CFR Parts 60 et seq.** [Applicable to all Federal-aid contracts]

**Civil Rights** - The following requirements apply to the underlying contract:

1. Nondiscrimination - In accordance with 49 USC 5332 and Title VI of the Civil Rights Act, as amended, 42 USC 2000e, section 303 of the Age Discrimination Act of 1975, as amended, 42 USC 6102, and section 202 of the Americans with Disabilities Act of 1990, 42 USC 12132, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements the Federal grantor agency may issue.

2. Equal Employment Opportunity - The following equal employment opportunity requirements apply to the underlying contract:

(a) Race, Color, Creed, National Origin, Sex - In accordance with 49 USC 5332 and Title VII of the Civil Rights Act, as amended, and 42 USC §2000e, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 CFR Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 USC 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of

compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements the Federal grantor agency may issue.

(b) Age - In accordance with the Age Discrimination in Employment Act, 29 USC 621-634, U.S. Equal Employment Opportunity Commission (U.S. EEOC) regulations, "Age Discrimination in Employment Act," 29 CFR Part 1625, the Age Discrimination Act of 1975, as amended, 42 USC 6101 *et seq.*, U.S. Health and Human Services regulations, "Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance," 45 CFR Part 90, and 49 USC 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements Federal grantor agency may issue.

(c) Disabilities - In accordance with section 504 of the Rehabilitation Act of 1973, as amended, 29 USC 794, the Americans with Disabilities Act of 1990, as amended, 42 USC 12101 *et seq.*, the Architectural Barriers Act of 1968, as amended, 42 USC 4151 *et seq.*, and 49 USC 5332, the Contractor agrees that it will not discriminate against individuals on the basis of disability. In addition, the Contractor agrees to comply with any implementing requirements the Federal grantor agency may issue.

3. The Contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance, modified only if necessary to identify the affected parties.

**14. VIOLATION AND BREACH OF CONTRACT - 2 CFR 200.326; 2 CFR Part 200, App. II(A)**  
[Applicable to all Federal-aid contracts in excess of \$150,000]

#### **Rights and Remedies of the ARRC**

Except as may be otherwise provided in the contract documents, in the event that ARRC deems the contractor guilty of a default or breach of any provision under the Contract, ARRC shall have any and all rights and remedies provided by applicable law, including, but not limited to the following:

1. The right to take over and complete the work or any part thereof as agent for and at the expense of the Contractor, either directly or through other contractors;
2. The right to cancel this Contract as to any or all of the work yet to be performed;
3. The right to specific performance, an injunction or any other appropriate equitable remedy; and
4. The right to money damages.

#### **Rights and Remedies of Contractor**

Inasmuch as the Contractor can be adequately compensated by money damages for any breach of this Contract, which may be committed by the ARRC, the Contractor expressly agrees that no default, act or omission of the ARRC shall constitute a material breach of this Contract, entitling Contractor to cancel or rescind the Contract (unless the ARRC directs Contractor to do so) or to suspend or abandon performance. Contractor claims or disputes arising in the performance of this Contract which are not resolved by agreement of the parties shall be decided in accordance with ARRC's Procurement Rules.

**Performance During Dispute** - Unless otherwise directed by ARRC, Contractor shall continue performance under this contract while matters in dispute are being resolved.

**Notification** - In addition to the notice requirements set out elsewhere in this Contract, if the contractor becomes aware of any act or occurrence which may form the basis of a claim by the contractor for additional compensation or an extension of time for performance, or if any dispute arises regarding a question of fact or interpretation of the contract, the contractor shall immediately inform the Project Manager. If the matter cannot be resolved by agreement within 7 days, the contractor shall, within the next 14 days, submit an Intent to Claim in writing to the Project Manager. The claim, if not resolved, shall be presented to the Project Manager, in writing, within 60 days following receipt of the Intent to Claim. Receipt of the claim will be acknowledged in writing by the Project Manager. The Contractor agrees that unless these written notices

are provided, the contractor will have no entitlement to additional time or compensation for such act, event or condition.

**Presenting Claim** - A claim shall be submitted in accordance with ARRC Procurement Rule 1800.12 and shall specifically include the following:

1. The act, event or condition giving rise to the claim.
2. The contract provisions which apply to the claim and under which relief is provided.
3. The item or items of contract work affected and how they are affected.
4. The specific relief requested, including additional contract time if applicable, and the basis upon which it was calculated.

**Claim Validity, Additional Information, & Project Manager's Actions** - The claim, in order to be valid, must not only show that the contractor suffered damages or delay but that those conditions were actually a result of the act, event or condition complained of and that the contract provides entitlement to relief to the contractor for such act, event, or condition. The Project Manager reserves the right to make written request to the contractor at any time for additional information which the contractor may possess relative to the claim. The contractor agrees to provide the Project Manager such additional information within 30 days of receipt of such a request. Failure to furnish such additional information may be regarded as a waiver of the claim. The claim, if not resolved by agreement within 60 days of its receipt, will automatically be forwarded to the Manager of Purchasing & Materials for formal written decision.

**Decision on Claim** - The contractor will be furnished the Manager of Purchasing & Materials' decision within the next 90 days, unless additional information is requested by the ARRC. The Manager of Purchasing & Materials' decision is final and conclusive unless fraudulent as to the Claim.

**Notice of Appeal** - Within 14 days of receipt of the Manager of Purchasing & Materials' decision, the contractor may deliver a Notice of Appeal to ARRC in accordance with ARRC Procurement Rule 1800.13 and request a hearing. The Notice of Appeal shall include specific exceptions to the Manager of Purchasing & Materials' decision, including specific provisions of the contract, which the contractor intends to rely upon in the appeal. General assertions that the Manager of Purchasing & Materials' decision is contrary to law or to fact are not sufficient.

**Decision on Appeal** - The decision of the ARRC on appeal will be rendered within 90 days after the conclusion of a hearing conducted under ARRC Procurement Rule 1800.15 or the date of receipt of the Notice of Appeal, whichever is later. The time limits given above may be extended by mutual consent. The decision of ARRC on appeal shall be final and conclusive unless the Contractor appeals to the superior court in accordance with ARRC Procurement Rule 1800.18.

**15. NONSEGREGATED FACILITIES** [Applicable to all Federal-aid construction contracts and to all related subcontracts of \$10,000 or more]

1. By submission of this bid, the execution of this contract or subcontract, or the consummation of this material supply agreement or purchase order, as appropriate, the bidder, Federal-aid construction contractor, subcontractor, material supplier, or vendor, as appropriate, certifies that the firm does not maintain or provide for its employees any segregated facilities at any of its establishments, and that the firm does not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. The firm agrees that a breach of this certification is a violation of the EEO Provisions of this contract. The firm further certifies that no employee will be denied access to adequate facilities on the basis of sex or disability.

2. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, timeclocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive, or are, in fact, segregated on the basis of race, color, religion, or national origin, age or disability, because of habit, local

custom, or otherwise. The only exception will be for the disabled when the demands for accessibility override (e.g. disabled parking).

3. The contractor agrees that it has obtained or will obtain identical certification from proposed subcontractors or material suppliers prior to the award of subcontracts or consummation of material supply agreements of \$10,000 or more and that it will retain such certifications in its files.

**16. NATIONAL HISTORIC PRESERVATION ACT REQUIREMENTS - 16 USC 470 et seq.**  
[Applicable to all Federal-Aid contracts]

In the performance of this contract, neither Contractor nor its subcontractors shall take any action (which term includes but is not limited to the seeking of any required federal license or permit, and the extraction of material or natural resources from any source whatsoever) that may affect a district, site, building, structure or object that is included in or eligible for inclusion in the National Register of Historic Places without prior notice to ARRC and compliance with the requirements of the National Historic Preservation Act of 1966, 16 USC 470 et seq. Contractor is advised that both historic and cultural sites may be eligible for inclusion on the National Register.

**17. FLY AMERICA REQUIREMENT - 49 USC 40118; 41 CFR 301-10** [Applicable to all Federal-aid contracts which may involve the international air transportation of equipment, materials, commodities, products or personnel]

a) *Definitions.* As used in this clause--

“International air transportation” means transportation by air between a place in the United States and a place outside the United States or between two places both of which are outside the United States

“United States” means the 50 States, the District of Columbia, and outlying areas.

“U.S.-flag air carrier” means an air carrier holding a certificate under 49 U.S.C. Chapter 411.

b) When Federal funds are used to fund travel, Section 5 of the International Air Transportation Fair Competitive Practices Act of 1974 (49 USC 40118) (Fly America Act) requires contractors, recipients, and others use U.S.-flag air carriers for U.S. Government-financed international air transportation of personnel (and their personal effects) or property, to the extent that service by those carriers is available. It requires the Comptroller General of the United States, in the absence of satisfactory proof of the necessity for foreign-flag air transportation, to disallow expenditures from funds, appropriated or otherwise established for the account of the United States, for international air transportation secured aboard a foreign-flag air carrier if a U.S.-flag air carrier is available to provide such services.

c) If available, the Contractor, in performing work under this contract, shall use U.S.-flag carriers for international air transportation of personnel (and their personal effects) or property.

d) In the event that the Contractor selects a carrier other than a U.S.-flag air carrier for international air transportation, the Contractor shall include a statement on vouchers involving such transportation essentially as follows:

**Statement of Unavailability of U.S.-Flag Air Carriers**

International air transportation of persons (and their personal effects) or property by U.S.-flag air carrier was not available or it was necessary to use foreign-flag air carrier service for the following reasons. See FAR § 47.403. [*State reasons*]:

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The Contractor agrees to include the requirements of this section in all subcontracts that may involve international air transportation.

**18. RECYCLED PRODUCTS - 42 USC 6962; 40 CFR PART 247; 2 CFR 200.322** [Applicable to all Federal-aid contracts for items designated by the EPA, for the purchase of \$10,000 or more of one of these items during the fiscal year]

The Contractor agrees to provide a preference for those products and services that conserve natural resources, protect the environment, and are energy efficient by complying with and facilitating compliance with Section 6002 of the Resource Conservation and Recovery Act, as amended, 42 USC 6962, and U.S. Environmental Protection Agency (U.S. EPA), "Comprehensive Procurement Guideline for Products Containing Recovered Materials," 40 CFR Part 247. The Contractor agrees to include these requirements in each subcontract financed in whole or in part with Federal funds.

**19. INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION TERMS - FTA Circular 4220.1F** [Applicable to all FTA funded contracts]

The provisions herein include, in part, certain Standard Terms and Conditions required by USDOT, whether or not expressly set forth in the contract provisions. All contractual provisions required by USDOT, as set forth in FTA Circular 4220.1F are incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this agreement. The contractor shall not perform any act, fail to perform any act, or refuse to comply with any ARRC requests which would cause ARRC to be in violation of the FTA terms and conditions.

**20. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM - 49 CFR Part 26.** [Applicable to all FTA and FHWA funded contracts]

**1. Assurance** - The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of U.S. Department of Transportation-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the ARRC deems appropriate, which may include, but is not limited to:

- (1) Withholding monthly progress payments;
- (2) Assessing sanctions;
- (3) Liquidated damages; and/or
- (4) Disqualifying the contractor from future bidding as non-responsible. 49 CFR 26.13(b).

**2. Contract Goal** – ARRC runs a completely race-neutral DBE program. Accordingly, this contract has no specific contract goal for the participation of Disadvantaged Business Enterprises (DBEs). ARRC does have an overall annual goal that it strives to meet, however. The ARRC therefore strongly encourages the contractor to use the services of small businesses, including DBEs, as subcontractors whenever possible. The ARRC requests that the contractor consider such measures as: (1) subcontracting to small businesses, including DBEs, portions of the work the contractor might otherwise do with its own forces; (2) reducing or waiving subcontractor bonding requirements for small businesses, including DBEs; (3) reviewing the list of businesses certified in the Small Business Administration's 8(a) Business Development Program for potential subcontractors [contact the SBA at (907) 271-4022]; and (4) reviewing the list of businesses certified as DBEs by the Alaska Unified Certification Program for potential subcontractors [<http://www.dot.state.ak.us/cvlrts/directory.shtml>].

**3. Prompt Payment** - The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty (30) days from the receipt of each payment the prime contractor receives from the ARRC. The prime contractor agrees further to return retainage payments to each subcontractor within thirty (30) days after the subcontractor's work is satisfactorily completed, even if the prime contractor's work has not been completed. Any retainage not returned to a



subcontractor will be reported to the ARRC by the prime contractor. This clause applies to both DBE and non-DBE subcontractors.

**21. FHWA BUY AMERICA REQUIREMENTS - 23 CFR 635.410** [Applicable only to FHWA funded construction contracts in excess of \$150,000]

Unless a waiver has been granted by the FHWA, all steel and iron materials which are incorporated into the work, and the action of applying a coating to a covered material (i.e., steel and iron), shall be manufactured in the United States except that minor amounts of steel and iron materials of foreign manufacture may be used, provided the aggregate cost of such materials does not exceed one tenth of one percent (0.1 percent) of the total contract amount, or \$2500, whichever is greater. Coating includes epoxy coating, galvanizing, painting, and any other coating that protects or enhances the value of a material subject to the requirements of this section. For the purposes of this section, the cost is the value of the products as they are delivered to the project. When steel and iron materials manufactured in the United States are shipped to a foreign country where non-steel or iron products are installed on or in them (i.e., electronic components in a steel cabinet), the steel and iron is considered to meet the requirements of this section. A certification of materials origin, attesting to compliance with this provision, shall be furnished to the Engineer prior to incorporating any steel or iron products into the project. Bidders may submit an alternate bid for the project based on the use of foreign iron or steel materials. In this event, the contract will be awarded to the bidder who submits the lowest total responsive bid based on furnishing domestic iron and steel materials unless such total bid exceeds the lowest total responsive bid based on furnishing foreign steel and iron materials by more than 25 percent.

**Certificate of Compliance with 23 CFR 635.410**

The bidder or offeror hereby certifies that it will comply with the requirements of 23 CFR 635.410.

Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**22. FTA BUY AMERICA REQUIREMENTS - 49 USC 5323(j); 49 CFR Part 661 [Applicable only to FTA funded projects that involve the purchase of more than \$150,000 of iron, steel, manufactured goods or rolling stock]**

**Buy America** - The contractor agrees to comply with 49 USC 5323(j) and 49 CFR Part 661, which provide that Federal funds may not be obligated unless all steel, iron, and manufactured products used in FTA-funded projects are produced in the United States, unless a waiver has been granted by FTA or the product is subject to a general waiver. General waivers are listed in 49 CFR 661.7. Separate requirements for rolling stock are set out at 49 USC 5323(j)(2)(C) and 49 CFR 661.11.

A bidder or offeror must submit to the ARRC the appropriate Buy America certification (below) with all bids or offers on FTA-funded contracts, except those subject to a general waiver. Bids or offers that are not accompanied by a completed Buy America certification must be rejected as nonresponsive.

**Certification requirement for procurement of steel, iron, or manufactured products:**

**Certificate of Compliance with 49 USC 5323(j)(1)**

The bidder or offeror hereby certifies that it will meet the requirements of 49 USC 5323(j)(1) and the applicable regulations in 49 CFR Part 661.6.

Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**Certificate of Non-Compliance with 49 USC 5323(j)(1)**

The bidder or offeror hereby certifies that it cannot comply with the requirements of 49 USC 5323(j) and 49 CFR 661.6, but it may qualify for an exception pursuant to 49 USC 5323(j)(2)(A), 5323(j)(2), as amended, and the applicable regulations in 49 CFR 661.7.

Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**Certification requirement for procurement of rolling stock and associated equipment:**

**Certificate of Compliance with 49 USC 5323(j)**

The bidder or offeror hereby certifies that it will comply with the requirements of 49 USC 5323(j) and the regulations at 49 CFR 661.11.

Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**Certificate of Non-Compliance with 49 USC 5323(j)**

The bidder or offeror hereby certifies that it cannot comply with the requirements of 49 USC 5323(j) and 49 CFR 661.11, but may qualify for an exception pursuant to 49 USC 5323(j)(2)(C), and the applicable regulations at 49 CFR 661.7.

Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**23. FRA BUY AMERICA REQUIREMENTS-SUPPLIES - 41 USC 10a-d; 48 CFR Part 25 [Applicable only to FRA funded contracts for the purchase of goods, supplies or equipment in excess of \$150,000]**

(a) The FRA requires its grantees to comply with The Buy American Act (41 U.S.C. 10) which provides that preference be given to domestic end products.

*Components*, as used in this clause, means those articles, materials, and supplies incorporated directly into the end products.

*Domestic end product*, as used in this clause, means (1) an unmanufactured end product mined or produced in the United States, or (2) an end product manufactured in the United States, if the cost of its components mined, produced, or manufactured in the United States exceeds 50 percent of the cost of all its components. Components of foreign origin of the same class or kind as the products referred to in subparagraphs (b) (2) or (3) of this clause shall be treated as domestic. Scrap generated, collected, and prepared for processing in the United States is considered domestic.

*End products*, as used in this clause, means those articles, materials, and supplies to be acquired for public use under this contract.

(b) The Contractor shall deliver only domestic end products, except those-

(1) For use outside the United States;

(2) That government agencies have determined are not mined, produced, or manufactured in the United States in sufficient and reasonably available commercial quantities of a satisfactory quality. A current list of such items is contained in 48 CFR 25.108.

(3) For which the agency determines that domestic preference would be inconsistent with the public interest; or

(4) For which the agency determines the cost to be unreasonable under 48 CFR 25.105. The offered price of a domestic end product shall be determined to be unreasonable when the lowest acceptable domestic offer exceeds the lowest acceptable foreign offer, inclusive of duty, by more than 6 percent, if the domestic offer is from a large business or more than 12 percent, if the domestic offer is from a small business concern.

A bidder must submit to ARRC the Buy America certification (below) with its bid response for FRA funded supply contracts. Bids that are not accompanied by a completed Buy America certification may be rejected as nonresponsive.

**Certificate of Compliance with 41 USC 10a-d - Supplies**

The bidder or offeror hereby certifies that the products it proposes to supply hereunder comply with the requirements of 49 USC 10a-d and the applicable regulations in 48 CFR Part 25.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Title: \_\_\_\_\_

**24. FRA BUY AMERICA REQUIREMENT-CONSTRUCTION - 41 USC 10a-d; 48 CFR Part 25**  
[Applicable only to FRA funded construction contracts in excess of \$150,000]

(a) The FRA requires its grantees to comply with The Buy American Act (41 U.S.C. 10) which provides that preference be given to domestic construction materials. As used in this clause-

*Components* means those articles, materials, and supplies incorporated directly into construction materials.

*Construction material* means an article, material, or supply brought to the construction site for incorporation into the building or work. Construction material also includes an item brought to the site pre-assembled from articles, materials, or supplies. However, emergency life safety systems, such as emergency lighting, fire alarm, and audio evacuation systems, which are discrete systems incorporated into a public building or work and which are produced as a complete system, shall be evaluated as a single and distinct construction material regardless of when or how the individual parts or components of such systems are delivered to the construction site.

*Domestic construction material* means (1) an unmanufactured construction material mined or produced in the United States, or (2) a construction material manufactured in the U.S., if the cost of its components mined, produced, or manufactured in the United States exceeds 50 percent of cost of all its components. Materials of foreign origin of the same class or kind as the materials listed in 48 CFR 25.108 shall be treated as domestic.

(b)(1) The Buy American Act (41 USC 10a-10d) requires that only domestic construction material be used in performing this contract, except as provided in paragraphs (b)(2) and (b)(3) of this clause.

(2) The requirement in paragraph (b)(1) of this clause does not apply to the excepted construction materials or components listed by the Government as follows: NONE

(3) Other foreign construction material may be used on this project if ARRC determines that-

(i) The cost would be unreasonable (the cost of a particular domestic construction material shall be determined to be unreasonable when the cost of such material exceeds the cost of foreign material by more than 6 percent, unless the agency head determines a higher percentage to be appropriate);

(ii) The application of the restriction of the Buy American Act to a particular construction material would be impracticable or inconsistent with the public interest; or

(iii) The construction material is not mined, produced, or manufactured in the United States in sufficient and reasonably available commercial quantities of a satisfactory quality.

(4) The Contractor agrees that only domestic construction materials will be used by the Contractor, subcontractors, material men, and suppliers in the performance of this contract, except for foreign construction materials, if any, listed in paragraph (b)(2) or allowed under paragraph (b)(3) of this clause.

(c) *Request for determination.* (1) Contractors requesting to use foreign construction material under paragraph (b)(3) of this clause shall provide adequate information for ARRC evaluation of the request for a determination regarding the inapplicability of the Buy American Act in time to allow determination before submission of bids or offers. Each submission shall include a description of the foreign and domestic construction materials, including unit of measure, quantity, price, time of delivery or availability, location of the construction project, name and address of the proposed contractor, and a detailed justification of the reason for use of foreign materials cited in accordance with paragraph (b)(3) of this clause. A submission based on unreasonable cost shall include a reasonable survey of the market and a completed price comparison table in the format in paragraph (d) of this clause. The price of construction material shall include all delivery costs to the construction site and any applicable duty (whether or not a duty-free certificate may be issued).

(2) If ARRC determines after contract award that an exception to the Buy American Act applies, the contract shall be modified to allow use of the foreign construction material, and adequate consideration shall be negotiated. However, when the basis for the exception is the unreasonable price of a domestic construction material, adequate consideration shall not be less than the differential established in paragraph (b)(3)(i) of this clause.

(3) If ARRC does not determine that an exception to the Buy American Act applies, the use of that particular foreign construction material will be a failure to comply with the Act.

(d) For evaluation of requests under paragraph (c) of this clause based on unreasonable cost, the following information and any applicable supporting data based on the survey of suppliers shall be included in the request:

**FOREIGN AND DOMESTIC CONSTRUCTION  
MATERIALS PRICE COMPARISON**

| Construction material description  | Unit of Measure | Quantity | Price (Dollars) <sup>1/</sup> |
|--|-----------------|----------|-------------------------------|
| Item 1:<br>Foreign construction material<br>Domestic construction material |                 |          |                               |
| Item 2:<br>Foreign construction material<br>Domestic construction material |                 |          |                               |

List name, address, telephone number, and contact for suppliers surveyed. Attach copy of response; if oral, attach summary. Include other applicable supporting information.

<sup>1/</sup>Include all delivery costs to the construction site and any applicable duty (whether or not a duty-free entry certificate is issued).

A bidder must submit to ARRC the Buy America certification (below) with its bid response for FRA funded construction. Bids that are not accompanied by a completed Buy America certification may be rejected as nonresponsive.

**Certificate of Compliance with 41 USC 10a-d - Construction**

The bidder or offeror hereby certifies that the construction materials it proposes to provide hereunder comply with the requirements of 49 USC 10a-d and the applicable regulations in 48 CFR Part 25.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Title: \_\_\_\_\_

**25. CERTIFICATION REGARDING USE OF CONTRACT FUNDS FOR LOBBYING - 31 USC 1352; 2 CFR 200.450; 2 CFR 200 App. II(j); 49 CFR Part 20** [Applicable to all Federal-aid contracts and to all related subcontracts which exceed \$100,000]

A bidder must submit to ARRC the below certification with its bid response for any Federally funded contract that exceeds \$100,000. Bids that are not accompanied by a completed certification may be rejected as nonresponsive.

1. The undersigned Contractor certifies, to the best of his or her knowledge and belief, that:
  - a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
  - b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
2. The undersigned also agrees that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such recipients shall certify and disclose accordingly.
3. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 USC 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, \_\_\_\_\_ certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 USC 3801, *et seq.*, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official: \_\_\_\_\_

Name and Title of Contractor's Authorized Official: \_\_\_\_\_

Date: \_\_\_\_\_

**26. FTA PRE-AWARD AND POST DELIVERY AUDITS REQUIREMENTS - 49 USC 5323; 49 CFR Part 663** [Applicable only to FTA funded contracts for the purchase of rolling stock in excess of \$150,000]

**Pre-Award and Post-Delivery Audit Requirements** - The Contractor agrees to comply with 49 USC 5323(l) and FTA's implementing regulation at 49 CFR Part 663 and to submit the following certifications:

(1) Buy America Requirements: The Contractor shall complete and submit a declaration certifying either compliance or noncompliance with Buy America. If the Bidder/Offeror certifies compliance with Buy America, it shall submit documentation which lists 1) component and subcomponent parts of the rolling stock to be purchased identified by manufacturer of the parts, their country of origin and costs; and 2) the location of the final assembly point for the rolling stock, including a description of the activities that will take place at the final assembly point and the cost of final assembly.

(2) Solicitation Specification Requirements: The Contractor shall submit evidence that it will be capable of meeting the bid specifications.

(3) Federal Motor Vehicle Safety Standards (FMVSS): The Contractor shall submit 1) manufacturer's FMVSS self-certification sticker information that the vehicle complies with relevant FMVSS or 2) manufacturer's certified statement that the contracted buses will not be subject to FMVSS regulations.

**27. CERTIFICATION REGARDING COMPLIANCE WITH 49 CFR 26.49 - ESTABLISHMENT OF DBE GOAL** [Applicable to all FTA funded contracts for Transit Vehicles]

**Certificate of Compliance with 49 CFR 26.49**

The bidder or offeror hereby certifies that it has established a DBE goal and submitted it to the FTA for approval in accordance with the provisions of 49 CFR 26.49.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Title: \_\_\_\_\_

**28. SAFE OPERATION OF MOTOR VEHICLES - 23 USC Part 402; Executive Order No. 13043; Executive Order No. 13513; U.S. DOT Order No. 3902.10** [Applicable to all federally funded third party contracts]

**Seat Belt Use** - The Contractor is encouraged to adopt and promote on-the-job seat belt use policies and programs for its employees and other personnel that operate company-owned vehicles, company-rented vehicles, or personally operated vehicles. The terms "company-owned" and "company-leased" refer to vehicles owned or leased either by the Contractor or ARRC.

**Distacted Driving** - The Contractor agrees to adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers, including policies to ban text messaging while using an electronic device supplied by an employer, and driving a vehicle the driver owns or rents, a vehicle Contactor owns, leases, or rents, or a privately-owned vehicle when on official business in connection with the work performed under this agreement.

**29. PATENT RIGHTS – 2 CFR Part 200, App. II(F); 37 CFR Part 401** [Applicable all federally funded contracts with a small business firm or nonprofit organization for the performance of experimental, developmental or research work]

This Project is funded through a Federal award for experimental, developmental, or research work purposes. As such, certain Patent Rights and Data Rights apply to all subject data first produced in the performance of this contract. The Contractor shall grant the ARRC intellectual property access and licenses deemed necessary for the work performed under this contract and in accordance with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the federal grantor agency. The terms of an intellectual property agreement and software license rights will be finalized prior to execution of this contract and shall, at a minimum, include the following restrictions: Except for its own internal use, the Contractor may not publish or reproduce subject data in whole or in part, or in any manner or form, nor may the Contractor authorize others to do so, without the written consent of ARRC and the federal grantor agency, until such time as they may have either released or approved the release of such data to the public. This restriction on publication, however, does not apply to any contract with an academic institution. For purposes of this agreement, the term "subject data" means recorded information whether or not copyrighted, and that is delivered or specified to be delivered as required by the contract. Examples of "subject data" include, but are not limited to computer software, standards, specifications, engineering drawings and associated lists, process sheets, manuals, technical reports, catalog item identifications, and related information, but do not include financial reports, cost analyses, or other similar information used for performance or administration of the Contract.

1. The Federal Government reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use for "Federal Government Purposes," any subject data or copyright described below. For "Federal Government Purposes," means use only for the direct purposes of the Federal Government. Without the copyright owner's consent, the Federal Government may not extend its Federal license to any other party.

(a) Any subject data developed under the contract, whether or not a copyright has been obtained; and

(b) Any rights of copyright purchased by the Contractor using Federal assistance in whole or in part by the federal grantor agency.

2. Unless the federal grantor agency determines otherwise, the Contractor performing experimental, developmental, or research work required as part of this contract agrees to permit the federal grantor agency to make available to the public, either its license in the copyright to any subject data developed in the course of the contract, or a copy of the subject data first produced under the contract for which a copyright has not been obtained. If the experimental, developmental, or research work, which is the subject of this contract, is not completed for any reason whatsoever, all data developed under the contract shall become subject data as defined herein and shall be delivered as the Federal Government may direct.

3. Unless prohibited by state law, upon request by the Federal Government, the Contractor agrees to indemnify, save, and hold harmless the Federal Government, its officers, agents, and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by the Contractor of proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under that contract. The Contractor shall be required to indemnify the Federal Government for any such liability arising out of the wrongful act of any employee, official, or agents of the Federal Government.

4. Nothing contained in this clause on rights in data shall imply a license to the Federal Government under any patent or be construed as affecting the scope of any license or other right otherwise granted to the Federal Government under any patent.

5. Data developed by the Contractor and financed entirely without using Federal assistance provided by the Federal Government that has been incorporated into work required by the underlying contract is exempt from the requirements herein, provided that the Contractor identifies those data in writing at the time of delivery of the contract work.



6. The Contractor agrees to include these requirements in each subcontract for experimental, developmental, or research work financed in whole or in part with Federal assistance.

**30. TERMINATION – 2 CFR 200.339; 2 CFR Part 200 App. II(B)** [Applicable to all federally funded contracts in excess of \$10,000]

Except as may be otherwise provided in the contract documents, the following termination provisions apply to this contract:

1. ARRC may, for its sole convenience, terminate this contract in whole or in part, at any time by giving written notice of its intention to do so. In the event of such termination, Contractor shall be entitled to receive payment in accordance with the payment provisions of this contract for charges incurred prior to the effective date of termination. Contractor shall not be paid for any work done after receipt of a notice of cancellation or for any costs incurred by Contractor's suppliers or subcontractors which Contractor could reasonably have avoided. In no event shall ARRC be liable for unabsorbed overhead or anticipatory profit on unperformed work.

2. In addition to ARRC's right to terminate this contract for its convenience, ARRC may, by written notice of default to Contractor, terminate the contract in whole or in part in the following circumstances:

(a) The Contractor refuses or fails to perform its obligations under the contract, or fails to make progress so as to significantly endanger timely completion or performance of the contract in accordance with its terms, and Contractor does not cure such default within a period of ten (10) days after receipt of written notice of default from ARRC or within such additional cure period as ARRC may authorize; or

(b) Reasonable grounds for insecurity arise with respect to Contractor's expected performance and Contractor fails to furnish adequate assurance of due performance (including assurance of performance in accordance with the time requirements of the contract) within ten (10) days after receipt of a written request by ARRC for adequate assurance; or

(c) Contractor becomes insolvent or makes an assignment for the benefit of creditors or commits an act of bankruptcy or files or has filed against it a petition in bankruptcy or reorganization proceedings.

3. Upon receipt of a notice of cancellation or termination, Contractor shall immediately discontinue all performance and it shall immediately cause any of its suppliers or subcontractors to cease such work unless the notice directs otherwise and deliver immediately to ARRC all products, reports, plans, drawings, specifications, data, summaries or other materials and information, whether completed or in process, accumulated by Contractor in performance of the contract. The rights and remedies of ARRC provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law.

**SECTION G  
CONTRACTOR RESPONSIBILITY QUESTIONNAIRE**

**PART I – INSTRUCTIONS**

1. All Bidders/Proposers submitting a Bid/Proposal for federally funded contracts are to complete and submit all Parts of this Questionnaire with their Bid or Proposal. Failure to complete and return this questionnaire, any false statements, or failure to answer question when required, may render the bid/proposal non-responsive. All responses must be typewritten or printed in ink. All information must be legible.
2. Please state "not applicable" in questions clearly not applicable to Bidder/Proposer in connection with this solicitation. Do not omit any question.
3. The completed Questionnaire must be sworn to by a partner (if partnership), a duly authorized officer or individual (if a corporation or LLC), or a principal (if a sole proprietorship).
4. The term "Proposer" includes the term "Bidder" and also refers to a "Firm" submitting an SOQ or awarded the Contract. The term "Proposal" includes the term "Bid" and "SOQ".
5. ARRC reserves the right to inquire further with respect to Proposer's responses; and Proposer consents to such further inquiry and agrees to furnish all relevant documents and information as requested by ARRC. Any response to this document prior or subsequent to Proposer's Proposal which is or may be construed as unfavorable to Proposer will not necessarily automatically result in a negative finding on the question of Proposer's responsibility or a decision to terminate the contract if it is awarded to Proposer.

**PART II - IDENTITY OF PROPOSER**

1. Proposer's Full Legal Name: \_\_\_\_\_
2. The Proposer represents that it operates as the following form of legal entity: (Check whichever applies and fill in any appropriate blanks.)
  - an individual or sole proprietorship
  - a general partnership
  - a limited partnership
  - a joint venture consisting of: \_\_\_\_\_  
and \_\_\_\_\_  
(List all joint ventures on a separate sheet if this space is inadequate.)
  - a non-profit organization
  - a corporation organized or incorporated under the laws of the following state or country: \_\_\_\_\_  
on the following date: \_\_\_\_\_
  - a limited liability company organized under the laws of the following state or country: \_\_\_\_\_  
on the following date: \_\_\_\_\_
3. Proposer's federal taxpayer identification number: \_\_\_\_\_
4. Proposer's Alaska business license number: \_\_\_\_\_
5. Proposer's contractor's license number (for construction only): \_\_\_\_\_
6. Proposer's legal address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

7. Proposer's local or authorized point of contract address:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

8. How long has the Proposer been in business? \_\_\_\_\_

9. Has Proposer been in business under another name? If so, identify name and dates used.

\_\_\_\_\_  
\_\_\_\_\_

10. Does your firm consider itself to be an MBE, WBE or DBE?  
YES  NO  If answer is "YES," attach a copy of certification.

11. Number of employees: \_\_\_\_\_ including \_\_\_\_\_ employees in the State of Alaska.

### PART III-CONTRACTING HISTORY

1. Has the Proposer been awarded any contracts within the last five years by ARRC, the State of Alaska, or any other public entity for the same or reasonably similar goods or services sought by this solicitation? If none, answer "No". If yes, on a separate sheet of paper describe those contracts beginning with the most recent. State the name of the contracting entity; give a brief description of the contract and the contract number, the dollar amount at award and at completion, date completed; state the contract period, the status of the contract, and the name, address, and telephone number of a contact person at the agency. Indicate if award was made to Proposer as prime contractor or joint venture. Proposer need not provide more than three such descriptions.

YES  NO

2. Has the Proposer been awarded any private sector contracts within the last five years for the same or reasonably similar goods or services sought by this solicitation? If none, answer "No." If yes, on a separate sheet of paper provide the name and address of the contracting entity, a brief description of work, the dollar amount at award and at completion, date completed, status of the contract and name, address and telephone number of contact person as to each, beginning with the most recent. Indicate if Proposer acted as prime contractor or joint venture. Proposers need not provide more than three such descriptions.

YES  NO

NOTE: ANY "YES" ANSWERS TO #3 BELOW MUST BE FULLY EXPLAINED ON A SEPARATE SHEET OF PAPER AND ATTACHED TO THIS QUESTIONNAIRE.

3. In the past five years has the Proposer been the subject of any of the following actions?

A. Been suspended, debarred, disqualified, or otherwise declared ineligible to bid?

YES  NO

- B. Failed to complete a contract for a public or private entity?  
YES  NO
- C. Been denied a low-bid contract in spite of being the low bidder?  
YES  NO
- D. Had a contract terminated for any reason, including default?  
YES  NO
- E. Had liquidated damages assessed against it during or after completion of a contract?  
YES  NO
- F. Been a defaulter, as principal, surety or otherwise?  
YES  NO
- G. Been denied an award of a public contract based upon a finding by a public agency that your company was not a responsible contractor?  
YES  NO
- H. A public entity requested or required enforcement of any of its rights under a surety agreement on the basis of your company's default or in lieu of declaring your company in default?  
YES  NO
- I. Been denied a performance or payment bond by a surety company?  
YES  NO
- J. Been required to pay back wages and/or penalties for failure to comply with state or federal prevailing wage or overtime laws?  
YES  NO
4. Does Proposer currently possess the financial, organizational, technical, equipment, facilities, and other resources necessary to supply the goods or services sought by this solicitation? If no, on a separate sheet of paper describe how you intend to obtain the resources necessary to supply the goods or services sought by this solicitation.  
YES  NO
5. Does Proposer have any present or anticipated commitments and/or contractual obligations that might impact its ability to meet the required delivery or performance requirements of this solicitation? If yes, on a separate sheet of paper describe any apparent conflicts as between the requirements/commitments for this solicitation with respect to the use of Proposer's resources, such as management, technical expertise, financing, facilities, equipment, etc.  
YES  NO

PART IV-CIVIL ACTIONS

If “Yes” to Parts IV or V, provide details on a separate sheet of paper including a brief summary of cause(s) of action; indicate if Proposer, its principals, officers or partners were plaintiffs or defendants; define charges explicitly, by what authority, court or jurisdiction, etc. In the case of tax liens, please indicate whether the liens were resolved with the tax authorities. Please submit proof of payment or agreements to pay the liens. Complete details are required!

1. Violations of Civil Law. In the past five years has Proposer, any of its principals, officers or partners been the subject of an investigation of any alleged violation of a civil antitrust law, or other federal, state or local civil law?

YES  NO

2. Lawsuits with Public Agencies. At the present time is, or during the past five years has Proposer, any of its principals, officers or partners been a plaintiff or defendant in any lawsuit or arbitration regarding services or goods provided to a public agency?

YES  NO

3. Bankruptcy. During the past five years, has the Proposer filed for bankruptcy or reorganization under the bankruptcy laws?

YES  NO

4. Judgments, Liens and Claims. During the past five years, has the Proposer been the subject of a judgment, lien or claim of \$25,000 or more by a subcontractor or supplier?

YES  NO

5. Tax Liens. During the past five years, has the Proposer been the subject of a tax lien by federal, state or any other tax authority?

YES  NO

PART V-COMPLIANCE WITH LAWS AND OTHER REGULATIONS

1. Criminal: In the past five years has the Proposer, any of its principals, officers, or partners been convicted or currently charged with any of the following:

A. Fraud in connection with obtaining, attempting to obtain, or performing a public contract, agreement or transaction?

YES  NO

B. Federal or state antitrust statutes, including price fixing collusion and bid rigging?

YES  NO

C. Embezzlement, theft, forgery, bribery, making false statements, submitting false information, receiving stolen property, or making false claims to any public agency?

YES  NO

D. Misrepresenting minority or disadvantaged business entity status with regard to itself or one of its subcontractors?

YES  NO

E. Non-compliance with the prevailing wage requirements of the State of Alaska or similar laws of any other state?

YES  NO

F. Violation of any law, regulation or agreement relating to a conflict of interest with respect to a government funded procurement?

YES  NO

G. Falsification, concealment, withholding and/or destruction of records relating to a public agreement or transaction? YES  NO

H. Violation of a statutory or regulatory provision or requirement applicable to a public or private agreement or transaction? YES  NO

I. Do any principals, officers or partners in Proposer's company have any felony charges pending against them that were filed either before, during, or after their employment with the Proposer?

YES  NO

2. Regulatory Compliance. In the past five years, has Proposer or any of its principals, officers or partners:

A. Been cited for a violation of any labor law or regulation, including, but not limited to, child labor violations, failure to pay correct wages, failure to pay into a trust account, failure to remit or pay withheld taxes to tax authorities or unemployment insurance tax delinquencies?

YES  NO

B. Been cited and assessed penalties for an OSHA or Alaska/OSHA "serious violation"?

YES  NO

C. Been cited for a violation of federal, state or local environmental laws or regulations?

YES  NO

D. Failed to comply with Alaska corporate registration, federal, state or local licensing requirements?

YES  NO

E. Had its corporate status, business entity's license or any professional certification, suspended, revoked, or had otherwise been prohibited from doing business in the State of Alaska?

YES  NO

## PART VI-FINANCIAL

Copies of the following documents are to be submitted with this Questionnaire:

1. Proposer's current Alaska Business License, if required by state law.

2. Proposer's Financial Statements (see specific requirements below):

A. PUBLICLY TRADED COMPANIES: Financial information will be accessed on-line. However, if additional information is needed, it will be specifically requested from the Proposer.

B. NON-PUBLICLY TRADED COMPANIES WITH AUDITED OR REVIEWED FINANCIAL STATEMENTS: Statements, including balance sheet, statement of earnings and retained income, with footnotes, for the most recent three years.

C. NON-PUBLICLY TRADED COMPANIES WITHOUT AUDITED OR REVIEWED FINANCIAL STATEMENTS: Company generated financial statements, including balance sheet, statement of

earnings and retained income for the most recent three years. The Chief Financial Officer of the corporation, a partner, or owner, as appropriate, must certify these financial statements.

D. SOLE PROPRIETORSHIPS: Refer to C. If financial statements are not generated, please fill out and sign the Financial Statement form attached hereto. Submit one form for each of the most recent three years.

NOTE: ARRC reserves the right to ask for additional documentation if it is reasonably required to make a determination of integrity and responsibility relevant to the goods or services the Proposer will provide to ARRC if awarded a contract. All financial information provided is considered confidential and not subject to public disclosure under Alaska law.

PART VII -VERIFICATION AND ACKNOWLEDGMENT

The undersigned recognizes that the information submitted in the questionnaire herein is for the express purpose of inducing ARRC to award a contract, or to allow Proposer to participate in ARRC projects as contractor, subcontractor, vendor, supplier, or consultant. The undersigned has read and understands the instructions for completing this Questionnaire.

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, (printed name) \_\_\_\_\_, being first duly sworn, state that I am the (title) \_\_\_\_\_ of Proposer. I certify that I have read and understood the questions contained in the attached Questionnaire, and that to the best of my knowledge and belief all information contained herein and submitted concurrently or in supplemental documents with this Questionnaire is complete, current, and true. I further acknowledge that any false, deceptive or fraudulent statements on the Questionnaire will result in denial or termination of a contract.

I authorize ARRC to contact any entity named herein, or any other internal or outside resource, for the purpose of verifying information provided in the Questionnaire or to develop other information deemed relevant by ARRC.

\_\_\_\_\_  
Signature of Certifying Individual

\_\_\_\_\_  
Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature of Notary

Notary Public in and for the State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

NOTICE TO PROPOSERS

A material false statement, omission or fraudulent inducement made in connection with this Questionnaire is sufficient cause for denial of a contract award or revocation of a prior contract award, thereby precluding the Proposer from doing business with, or performing work for ARRC, either as a vendor, prime contractor, subcontractor, Contractor or Subcontractor for a period of five years. In addition, such false submission may subject the person and/or entity making the false statement to criminal charges under applicable state and/or federal law.

Financial Statement

To be completed by Proposers that do not produce company generated financial statements, including balance sheet, statement of earnings and retained income for the most recent three years (one sheet per year.)

ASSETS

|                                    |              |
|------------------------------------|--------------|
| Cash on Hand and in Banks          | \$ _____     |
| Account and Notes Receivable       | \$ _____     |
| Fixed Assets (net of depreciation) | \$ _____     |
| Other Assets                       | \$ _____     |
| <br>Total Assets                   | <br>\$ _____ |

LIABILITIES

|   |              |
|---|--------------|
| Accounts Payable                                    | \$ _____     |
| Notes Payable to Banks in next twelve months        | \$ _____     |
| Notes Payable to Others                             | \$ _____     |
| Taxes Payable                                       | \$ _____     |
| <br>Long Term Liabilities (More than twelve months) | <br>\$ _____ |
| Other Liabilities                                   | \$ _____     |
| <br>Total Liabilities                               | <br>\$ _____ |
| <br>Net Worth                                       | <br>\$ _____ |

INCOME FROM OPERATIONS

|                                       |              |
|---------------------------------------|--------------|
| Revenue                               | \$ _____     |
| Interest                              | \$ _____     |
| Cost of Goods Sold (if appropriate)   | \$ _____     |
| <br>Gross Profit                      | <br>\$ _____ |
| <br>General & Administrative Expenses | <br>\$ _____ |
| Depreciation                          | \$ _____     |
| Interest Paid                         | \$ _____     |
| <br>Net Gain or Loss                  | <br>\$ _____ |

I hereby certify that the above information is true and accurate to the best of my knowledge and belief. I understand false statements may result in denial of a contract, and possible debarment for a period of five years.

|                               |             |
|-------------------------------|-------------|
| _____                         | _____       |
| Signature of Owner or Officer | Date Signed |

|              |                    |
|--------------|--------------------|
| _____        | _____              |
| Company Name | For the Year Ended |

\_\_\_\_\_

Federal ID #