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Addendum Number 1

RFQ 25-38-212831

ARRC Cost Estimating Services TA

This Addendum is being issued to provide information as follows.

Questions and answers:

1. Q: Alaska Professional Engineer (PE) Requirement: Section 2.4.1 (Professional Registration) states that all estimates and similar work products shall be prepared by or under the supervision of a Registered Alaskan Engineer or Land Surveyor who must sign, seal, and certify the final work product. Is it sufficient that an Alaska-licensed engineer stamps/seals final deliverables, or does ARRC require an Alaska PE to be assigned as a core staff member in the proposal?
A: The requirement for a Professional Engineer Registered in the State of Alaska is not required for this contract.
2. Q: PE/LS Requirement for Cost Estimates: Section 2.4.1 specifically lists "estimates" among the work products requiring preparation by or under the supervision of a Registered Alaskan Engineer or Land Surveyor. Since professional cost estimation frequently involves specialized production-based methodologies that may fall outside the traditional area of expertise for many engineers and land surveyors, can ARRC confirm if the requirement for estimates to be prepared by or under the supervision of a Registered Alaskan Engineer or Land Surveyor is necessary for this contract?
A: The requirement for a Professional Engineer Registered in the State of Alaska is not required for this contract.
3. Q: Tabloid Pages (11x17): Can ARRC confirm whether 11x17 tabloid pages are allowed for illustrations (e.g., organizational charts) and clarify how they count toward the 20-page maximum (e.g., as one page or two pages)?
A: Tabloid pages are discouraged. Pages should use standard 8.5 x 11" pages, all other pages will be counted as two.
4. Q: Billing Rates Format: Criterion 8 requires Billing Rates (Cost Schedule) to be a separate signed attachment. Should this submission use a specific ARRC form or template, or may we submit the Billing Rates in our firm's own tabular format, provided it includes the total hourly rate inclusive of Direct Cost of Direct Labor, all Indirect Costs, and Fee for the required functions?
A: ARRC does not have a form for this requirement. You should use your format providing only the information requested in the criterion.
5. Q: Billing Rates Exclusion Confirmation: Criterion 8 requires that the Billing Rates must be a separate attachment from the technical proposal. Can ARRC confirm whether this attachment is excluded from the 20-page maximum stipulated for the proposal?
A: The billing rates attachment is excluded from the 20-page maximum page limit.

6. Q: Project Assistant Duties: The Project Staff section anticipates the need for a Project Assistant, and the Labor Billing Rates section estimates this function at 20% of the total labor effort. Can ARRC further define the minimum anticipated duties for the Project Assistant role under this contract?

A: Project Assistants are expected to be staff level employees that support the Project Manager and Cost Estimating Lead with the production of deliverables under supervision.

7. Q: On page 20, Scoring criteria number 8, Labor Billing Rates (Required Format) "Provide a proposed total hourly Billing Rate (i.e., inclusive of Direct Cost of Direct Labor, all Indirect Costs, and Fee) only for each of the job FUNCTIONS listed below."

Is it intended that the Labor Billing Rates submitted be a composite rate covering both year one and year two of the initial contract or are the rates just for year one of the initial contract? We assume the three potential one-year extensions would be negotiated yearly.

A: Please provide the information as follows:

Year One

1. Contract Manager	\$ _____	(Estimated at 10% of total labor effort)
2. Project Manager	\$ _____	(Estimated at 20% of total labor effort)
3. Cost Estimating Lead	\$ _____	(Estimated at 50% of total labor effort)
4. Project Assistant	\$ _____	(Estimated at 20% of total labor effort)

Year Two

1. Contract Manager	\$ _____	(Estimated at 10% of total labor effort)
2. Project Manager	\$ _____	(Estimated at 20% of total labor effort)
3. Cost Estimating Lead	\$ _____	(Estimated at 50% of total labor effort)
4. Project Assistant	\$ _____	(Estimated at 20% of total labor effort)

The second paragraph is changed as follows:

Response will be scored as follows: The maximum hourly rates proposed for the job functions listed above will be multiplied by the percentage of total labor effort (estimated above) and then summed to obtain an aggregate rate for each Offeror for each year. The aggregate rate for both years will be combined to create the total Aggregate Offer. If more than one rate is provided for any job function, only the highest rate will be used. Each Offeror's score will be calculated using the following equation – except that the *score will be zero if a rate for each listed function is not provided by an Offeror.*

8. Q: On page 18 of the RFQ under criteria 1, it states, "Describe your approach and methodology for providing Railroad Track Engineering services and ancillary services under a term agreement." Could you please clarify what engineering services are required under this contract since the scope of work is for independent cost estimating services?

A: Please remove and replace that sentence with the following:

"Describe your approach and methodology for providing Cost Estimating Services as it relates to planning, design and construction support services under a term agreement."

All other terms and conditions remain unchanged.

Acknowledge receipt of this and all addenda in your firm's Service Bid Form (Form 395-0129).

Sincerely,

Michele Hope
Senior Contract Administrator