

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;"><b>Policy and Procedure</b></p>	POLICY AND PROCEDURE NUMBER <b>10.02.014</b>	PAGE  1 of 5
	EFFECTIVE DATE  March 1, 2014	
SUBJECT <b>Public Notice for Construction Related Competitive Procurements</b>	SUPERSEDES  10.02.014	DATED  November 1, 2002
TITLE <b>Procurement &amp; Property</b>	CHAPTER <b>Contracting</b>	APPROVED BY  <b>Signature on File</b>

## PURPOSE

This formalizes the policy and procedures (P&P) of the department on establishing uniform methods and procedures for giving public notice for all construction related commodities, services, and professional services procurements solicited by the formal Invitation to Bid (ITB) or Request for Proposal (RFP) process, in excess of the small procurement limit.

## POLICY

Notice of all formal bid and proposal solicitations for all construction related commodities, services, and professional services procurements must be accomplished by using the State of Alaska On-Line Public Notice system, and by placement on the department's procurement and contracting web site.

## PROCEDURE

### A. On-Line Public Notice

The public notice of solicitation published on the State of Alaska's On-line Public Notice web site, accessible from the state's home page, fulfills the "Alaska Administrative Journal" requirement. Use the format shown in Example "A".

Agencies that receive construction delegation authority must post appropriate notices for all construction related procurements over \$200,000 on the On-line Public Notice web site.

### B. Department Web site

Staff making the procurement solicitation must insure that all ITBs and formal RFPs are posted on the department's procurement and contracting web site.

# STATE OF ALASKA

Department of Transportation & Public Facilities  
POLICY AND PROCEDURE MANUAL

Policy and Procedure 10.02.014  
Public Notice for Construction  
Related Competitive Procurements  
Effective: March 1, 2014  
Page 2 of 5

Agencies that receive construction delegation authority are not required to post notice of a formal bid or proposal solicitation on the department's procurement and contracting web site, the posting must occur at the respective agency site. If an agency web site is not available, one or more of the five posting requirements listed in 2 AAC 12.130(a), in addition to the On-Line Public Notice, must be utilized.

## C. Duration of Solicitation

Solicitation notice must be given at least 21 days before the date of opening of the bid or proposal. If a shorter notice period is advantageous, and adequate competition is anticipated, the 21-day period may be shortened by the regional (or agency) contracting officer <sup>1</sup>.

## D. Newspaper Advertising

Newspaper advertising is not required, and is not used unless the Department of Transportation & Public Facilities (DOT&PF) Chief Contracts Officer has given prior approval.

### 1. Newspaper Advertising Orders

An advertising order for an ITB or RFP is prepared using Form 02-901, in the appropriate format as shown in Example "B". Computer generated facsimiles of Form 02-901 are allowable. Form 02-901 and the advertising format shown in Example "B" shall be used for the solicitation of state and federal-aid funded contracts.

## E. Other forms of solicitation notice

Mailing of solicitations to prospective contractors and posting of notices in public locations within the area where the work is to be performed are acceptable as additional forms of notification (2 AAC 12.130(a)).

## F. Publishing the Estimated Construction Project Cost

The ranges of estimated construction project costs are published only with ITBs and shall be referenced as follows for the particular project:

- Less than \$200,000
- Between \$200,000 and \$500,000
- Between \$500,000 and \$1,000,000
- Between \$1,000,000 and \$2,500,000
- Between \$2,500,000 and \$5,000,000

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<sup>1</sup> This also applies on FHWA funded projects, notwithstanding 23 CFR 635.112(b). The department does not need prior FHWA Division Administrator's approval to shorten the time of a solicitation.

# STATE OF ALASKA

Department of Transportation & Public Facilities  
POLICY AND PROCEDURE MANUAL

Policy and Procedure 10.02.014  
Public Notice for Construction  
Related Competitive Procurements  
Effective: March 1, 2014  
Page 3 of 5

Between \$5,000,000 and \$10,000,000  
Between \$10,000,000 and \$20,000,000  
Between \$20,000,000 and \$30,000,000  
Between \$30,000,000 and \$40,000,000  
Between \$40,000,000 and \$50,000,000  
Between \$50,000,000 and \$60,000,000  
Between \$60,000,000 and \$70,000,000  
Between \$70,000,000 and \$80,000,000  
Between \$80,000,000 and \$90,000,000  
Between \$90,000,000 and \$100,000,000  
Greater than \$100,000,000

## AUTHORITY

AS 36.30 (State Procurement Code)  
2 AAC 12 (Procurement Regulations)  
23 CFR 635.112

## IMPLEMENTATION RESPONSIBILITY

Deputy commissioners, regional directors, system directors/managers, contracting officers, and procurement officers

## DISTRIBUTION

All department employees via the DOT&PF website

# STATE OF ALASKA

Department of Transportation & Public Facilities  
POLICY AND PROCEDURE MANUAL

Policy and Procedure 10.02.014  
Public Notice for Construction  
Related Competitive Procurements  
Effective: March 1, 2014  
Page 4 of 5

## "EXAMPLE A"

### On-Line Public Notice

**Category:**

**Department:**

**Publish Date:**

**Location:**

**Body of Notice:**

**Region:**

(Identify as an ITB or RFP)

Sealed (bids or proposals) for (name and project number) will be received until (time and date), at (location).

This (federal or state) funded project will consist of (brief work description). The Engineers Estimate is between (when applicable). The project completion date will be (date). The DBE goal for this project is (when applicable).

Bidding documents may be viewed at (location) and purchased for (cost) per set, payable to the (agency) from the (place where to obtain plan sets) before (time and date). For additional information, go to the (agency) web site at (web address).

(Add disability assistance language, as follows):

"Individuals with disabilities, including the hearing impaired, who may need auxiliary aids, services, and/or special modifications to submit a bid/proposal should contact the TTD number: (phone number), no later than one week prior to the submittal date to make any necessary arrangements."

**Revision History:**

(when applicable)

**EXAMPLE "B"**

**Advertising Orders**

**Example**

**STATE OF ALASKA**  
**(Department & Region or Agency Name)**

**INVITATION TO BID**  
**(ITB Number)**

Sealed bids for (scope of work) on (Project Title, and No.) will be accepted until (Bid opening time, date, & place).

Copies of bid documents are available from (agency, address, phone & TDD number)

The bid notice may be viewed at: (web address)

**Example**

**STATE OF ALASKA**  
**(Department & Region or Agency Name)**

**REQUEST FOR PROPOSALS**  
**(RFP Number)**

Sealed proposals for (scope of work) on (Project Title, and No.) will be accepted until (Proposal opening time, date, & place).

The Engineers Estimate is: (as applicable)

Copies of proposal documents are available from (agency, address, phone & TDD number)

The proposal notice may be viewed at: (web address)

**The preceding information is the minimum to be placed as a newspaper advertisement. Additional information may be added as needed.**