

Municipality of Anchorage

Dave Bronson, Mayor
Purchasing Department

December XX, 2023

REQUEST FOR PROPOSAL

RFP 2023P0XX

Port of Alaska Modernization Program Construction Services for Terminal 1 Replacement

The Municipality of Anchorage is an equal opportunity employer. Enclosed is pertinent information for use in preparing your proposal.

A non-mandatory meeting for discussion of the proposal will be held at **[TIME] X.M. Local Time. [Date]**, in the Purchasing Office at 632 W. 6th Avenue, Suite 520, Anchorage, Alaska 99501. *Interested persons wishing to participate at their own expense via teleconferencing may call 1-907-343-6089 no earlier than **X:XX X.M. Alaska Local Time, the day of the meeting.*** It is respectfully requested, if you are going to teleconference the meeting, please use a land line.

To maintain the project schedule, all questions should be submitted no later than **5:00 P.M. on [DATE] , 202X.**

Step 1 Written Proposals must be received at the Purchasing Office, 632 W. 6th Avenue, Suite 520, Anchorage, Alaska 99501, **prior to 5:00 P.M., Local Time. [DATE], 2024.** Office hours are Monday through Friday, 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 5:00 p.m., excluding holidays. Time of receipt will be as determined by the Purchasing Office time stamp. Proposals received by the Purchasing Office after the time specified will be returned to the proposer unopened. **Facsimile or email or any other electronic media submittals will not be accepted. FOR AUXILIARY AIDS, SERVICES, OR SPECIAL MODIFICATIONS TO PARTICIPATE PLEASE CONTACT THE PURCHASING DEPARTMENT TO REQUEST REASONABLE ACCOMMODATIONS AT 907-343-4590; FAX 907-343-4595; OR wwpur@muni.org**

For information about this solicitation contact **Chris Hunter** at **(907) 343-4520**, facsimile (907) 343-4595 or at our email address: wwpur@muni.org. All emails may also be sent to ronald.mcpherson@hdrinc.com. All correspondence should include the RFP number and title. A copy of the Request for Proposal may be obtained from the Purchasing Office at the above address or an electronic (.pdf) copy of the Request for Proposal is available at Municipality of Anchorage Purchasing Office's website: <http://www.muni.org/Departments/purchasing/Pages/bidding.aspx>. It is your responsibility to periodically check the website for addenda.

ONE SIGNED ORIGINAL, single sided, unbound copy of your proposal must be submitted. In addition to this copy, a CD or a flash-drive containing a PDF copy of the complete Step 1 Written Proposal, including attachments must also be provided. Instructions for Step 2 Cost Proposals (Bids) will be provided to short-listed proposers following Step 1 Written Proposal evaluation.

The Municipality of Anchorage reserves the right to reject any and all proposals and to waive any informalities in procedures.

Sincerely,

Rachelle Alger,
Purchasing Director

**MUNICIPALITY OF ANCHORAGE
PORT OF ALASKA MODERNIZATION PROGRAM
CONSTRUCTION SERVICES FOR TERMINAL REPLACEMENT
REQUEST FOR PROPOSAL NO. 2023P0XX**

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1.0 GENERAL INFORMATION

1.1 Purpose

The Municipality of Anchorage (MOA) is soliciting proposals from qualified construction contractors to provide constructions services for the Port of Alaska Modernization Program (PAMP) Terminal 1 (herein referred to as "T1" or "Project."). Only one Contract will be awarded under this Request for Proposal (RFP). Included herein are instructions governing the proposal, a description of the work to be performed, requirements that will be met to be eligible for consideration, evaluation criteria, and other requirements to be met by each Proposer. Rules governing selection of the contractor are provided in Section 2 of this RFP.

1.1.1 Procurement Overview

The MOA will be using a two-step procurement process. In lieu of the typical MOA Invitation to Bid (ITB) for procuring construction services, Contractors will be pre-qualified first by providing a written proposal (Step 1 Written Proposal). Qualified contractors will then be shortlisted through a quality-based selection process. Only shortlisted contractors will be invited to bid on the project (Step 2 Cost Proposal [Bids]). The qualified contractor submitting the lowest bid will be selected for the contract. Scores from the Step 1 Written Proposals will not be used for final selection of the proposers.

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1.1.2 Program Background

The Port of Alaska's Modernization Program (PAMP) will replace Anchorage's aging docks and related infrastructure before it fails, to:

- Improve operational safety and efficiency
- Accommodate modern shipping operations
- Improve resiliency – to survive extreme seismic events and sustain ongoing cargo operations.

Phase 2B of the PAMP includes the replacement of the existing general cargo docks. The replacement effort is urgently needed due to severe corrosion of the foundation piles and deteriorating structural conditions at the Port of Alaska's (Port's) Terminals 1, 2 and 3, which serve the containerized cargo trade, heavy-sealift, cruise ship, and military sealift activities.

The new terminal will replace the existing ones with a seismically capable structure built 140 feet seaward of the existing docks in order to reduce sedimentation impact, improve berthing safety, and allow construction of the new terminals while Port remains operational. This project is expected to be funded from federal, state and local sources. T1 is being designed and constructed under phase 2B of the PAMP as shown graphically below:

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Phase 2B will provide two general purpose cargo terminals configured on a continuous berthline. New T1 will support lift-on/lift-off and general cargo operations. In addition to the wharf, the replacement effort will include access trestles, ship-to-shore (STS) gantry crane accommodations, marine mooring appurtenances, servicing utilities, landside deep-soil mixing ground improvements and adjacent site development. Procurement and commissioning of the gantry cranes will be the responsibility of others.

1.2 Questions

Any questions regarding this proposal are to be submitted in writing to:

Municipality of Anchorage
Purchasing Department
wwpur@muni.org

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For ease of identification please identify the RFP number **2023P0XX** in the subject line of any correspondence.

Purchasing Office hours of operation are: 8:00 a.m. to 5:00 p.m. local time Monday through Friday, excluding Municipal holidays. Due to time constraints on this project, all questions regarding the scope of work should be received prior to the deadline indicated on the RFP cover letter.

1.3 Preparation Costs

The MOA shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

2.0 RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

2.2 Proposal Acceptance Period

All submittals to this RFP must be submitted by the date and time shown on the Request for Proposal Cover Letter.

2.3 Confidentiality

The content of proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review (except for information identified as being proprietary). After the award of the Contract, proposals will then become public information, except for properly identified and approved proprietary information.

If a Proposer wishes individual pages which contain actual business proprietary information to be held confidential, each page must be marked and an explanation furnished of its proprietary nature. In addition to marking individual pages, the Proposal's Cover Page will also be annotated with the words **"THIS PROPOSAL CONTAINS PROPRIETARY INFORMATION."**

"Confidential and Proprietary" information is not meant to include any information which, at the time of disclosure, is generally known by the public and/or competitors.

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MOA's ability to treat information submitted as confidential is limited by Anchorage Municipal Code. Proposers concerned with the confidentiality of information submitted should familiarize themselves with the following Anchorage Municipal Code provisions:

- AMC 3.90 Access to Public Records
- AMC 3.90.010 Policy
- AMC 3.90.020 Definitions
- AMC 3.90.030 Information Available to the Public
- AMC 3.90.040 Exemptions for Particular Records

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on:

- 1) Conformance to the RFP instructions
- 2) Responsiveness to the RFP requirements
- 3) Completeness and clarity of content

2.5 Signature Requirements

All proposals must be signed by: an officer or other agent of a corporate vendor if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. Signature on the "Letter of Transmittal" (See Paragraph 4.3.4) will meet this requirement.

At the sole discretion of MOA, failure to sign the proposal is grounds for rejection. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission Requirements

2.6.1 ONE (1) ORIGINAL, single sided unbound, complete copy of the proposal must be received by the Municipality of Anchorage prior to the date and time specified in the cover letter.

The Proposal shall, at a minimum, contain the following information:

1. Step 1 Written Proposal

2.6.2 IN ADDITION to the copies required by Paragraph 2.6.1., provide a flash drive containing a PDF copy of the complete proposal, including attachments.

2.6.3 All copies of the proposals are requested to be submitted in a single sealed cover

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which should be plainly marked as a Request for Proposal Response with the Number and Title prominently displayed on the outside of the package.

Within the single sealed cover containing the proposal, the completed Rate Schedule shall be extracted and provided in a separate sealed cover. The PDF files referenced in 2.6.2 above shall also be separated.

2.6.4 Proposals must be delivered or mailed and postmarked to:

Physical Address

Municipality of Anchorage
Purchasing Department
632 W. Sixth Avenue, Suite 520
Anchorage, AK 99501

Mailing Address

Municipality of Anchorage
Purchasing Department
P.O. Box 196650
Anchorage, AK 99519-6650

2.7 News Releases

News releases by or on the behalf of any Proposer pertaining to the award resulting from the RFP shall not be made without prior written approval of the Municipal Purchasing Officer.

2.8 Disposition of Proposals

All materials submitted in response to this RFP will become the property of the Municipality of Anchorage. One copy of the submitted material shall be retained for the official files of the Purchasing Department and will become public record after award of the Contract.

2.9 Oral Change / Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality of Anchorage.

2.10 Modification / Withdrawal of Proposals

A Proposer may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The Proposer may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date.

Modifications offered in any other manner, oral or written will not be considered. A final proposal cannot be changed or withdrawn after the submission date, except for modifications requested by the Municipality of Anchorage after the date of receipt and following oral presentations.

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2.11 Late Submissions

PROPOSALS NOT RECEIVED BY THE DATE AND TIME AND AT THE LOCATION SPECIFIED IN THE RFP COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED.

2.12 Rejection of Proposals

The Municipality of Anchorage reserves the right to reject any or all proposals if determined to be in the best interest of the Municipality of Anchorage.

2.13 Equal Employment Opportunity Contract Compliance

2.13.1 Every municipal contract shall include language substantially the same as the following: "The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to, Title 5 and Title 7 of the Anchorage Municipal Code."

2.13.2 Every municipal contract shall state, in all solicitations or advertisements for employees to work under the contract, that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability.

3.0 SCOPE OF SERVICES

3.1 Overview

This RFP solicits the following services:

- Complete construction services for Cargo Terminals 1 along with supporting landside infrastructure.

3.2 [Task 1]

Text

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4.0 PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals should not exceed ten (10) pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, or dividers). One page shall be interpreted as one side of a single-spaced, letter size sheet (8-1/2" X 11"). Minimum font size is 11 points. Excess pages will be removed prior to evaluation, which could result in incomplete responses and lower scores.

4.1 Title Page

Show the RFP number and subject, the firm name and address, name of contact person, contact information (phone number, email address), and date.

4.2 Table of Contents

List the proposal's sections with page numbers. Include the RFP Evaluation Criteria.

4.3 Letter of Transmittal (Limited to two (2) pages)

4.3.1 Briefly state understanding of the services to be performed and make a positive commitment to provide the services as specified in a cost-effective manner. Emphasize relevant experience and qualifications of key personnel to be involved in the project work.

4.3.2 List your company's contact person for this RFP along with their phone number and email address.

4.3.3 Give the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, and telephone numbers.

4.3.4 The letter must be signed by a corporate officer or other individual who has the authority to bind the firm.

4.4 Step 1 Written Proposal Contents

4.4.1 Construction Methodology

Provide the general construction methodology planned for executing the work. Describe key interactions needed with the PMC team and key decision points. Proposers should highlight areas that include efficiency ideas for the cargo dock construction.

4.4.2 Key Personnel

A. Organizational Chart. Provide an organizational chart displaying the contract manager, the project manager, key personnel, and other pertinent staff and subconsultants that will work on the project. Describe the experience and work to

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be performed by the named individuals.

- B. Resumes: Provide resume/bios for the contract manager, project manager, and key personnel identified in the organizational chart. Bios should include education, professional registrations, and their experience in how it will benefit the Project. Provide three (3) professional references for each named individual
- C. Key Personnel. At a minimum, key personnel shall include the following.
 - 1. Contract Manager
 - 2. Project Sponsor
 - 3. Project Manager
 - 4. Superintendent
 - 5. Quality Manager
 - 6. Safety Manager

D. Potential Sub-Contractors/Contractors

Summary details regarding all significant sub-contracts that may be let and sub-contractors that may be used are required together with a list of any previous projects on which such sub-consultants have worked with your prime contractor.

Any change in the selection of major sub-contractors, either the addition or removal of, occurring after prequalification, shall be subject to the approval of the MOA in writing prior to the deadline set for the receipt of Step 2 Cost Proposals (Bid). Fourteen (14) calendar days shall be allowed for the MOA's approval process, and the written approval document must be included with the Step 2 Cost Proposal. Such an approval shall not be granted if, among other things, the proposed formation or change would result, in the opinion of the MOA, in a substantial reduction of competition or the lowering of the company's team qualifications below the minimum level of acceptance as determined by the MOA.

4.4.3 Technical Experience and Resources

A. Pile Driving Experience

Describe your firm's experience with pile driving construction with similar pile installation (quantity, size and material) as designed for Terminal 1.

Demonstrate pile driving experience by providing up to three (3) examples of projects with similar pile driving requirements. Include key staff and equipment that

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were used in these example projects that are also planned for construction of Terminal 1.

If subcontractors are planned for significant pile driving activities, describe how the prime contractor and subcontractor(s) plan to integrate and manage the work.

B. Cold Region and Large Tidal Fluctuation Experience

Describe your firm's experience with working in cold region environments as well as environments with large tidal fluctuations. What methodologies and processes has your firm implemented to more effectively work in these types of challenging marine environments, including mitigating impacts to endangered species?

Demonstrate cold region and large tidal fluctuation experience by providing up to three (3) examples of projects with similar conditions to Cook Inlet. Include key staff and equipment that were used in these example projects that are also planned for construction of Terminal 1.

C. Container Terminal Experience

Describe your firm's experience with constructing lift-on/lift-off container terminals. Specifically address the following major container terminal components:

- Crane Rails
- Specialized Deck Construction
- Electrical and Control Systems
- Seismic Resiliency

Demonstrate container terminal construction experience by providing up to three (3) examples of lift-on/lift-off container terminal projects. Include key staff and equipment that were used in these example projects that are also planned for construction of Terminal 1.

4.4.4 Construction Plant and Equipment

Describe key pieces of heavy and specialized equipment including capabilities planned to be used for the construction of Terminal 1. Describe planned construction equipment spread(s).

Proposers shall clearly indicate on the attached **Form CM-1**, the list of the main equipment, including the type, make and model which would be assigned to the work, stating the equipment owned and the equipment to be rented, and what equipment would be purchased for the work. The equipment should be of suitable type and should be sufficient in number and capacity to execute the work described herein, in the time allotted.

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4.4.5 Health and Safety

Summary details of the Proposer's health and safety policies and records are required, refer to **Form HS-1 (ATTACHMENT 1)**.

4.4.6 Financial and Legal Capabilities

- A. Provide proof of comprehensive liability insurance with adequate coverage to protect against potential risks and liabilities associated with the project.
- B. Provide letter(s) from surety stating intention to bond the Project. And state bonding capacity of the firm and uncommitted bonding capacity. The surety or insurance company must be rated in the top two categories by two nationally recognized rating agencies, or have a "Best's Credit Rating" of at least "A minus" and "Class VIII" or better by A.M. Best Company.
- C. Summary details of the Proposer's actual, pending, or potential legal proceedings are required, refer to **Form FL-1 (ATTACHMENT 2)**.

4.4.7 Joint Venture Requirements

Proposals submitted by a joint venture must meet the following requirements and provide as an attachment to the Step 1 Written Proposals. Joint Ventures that do not provide the information below may be considered non-responsive. Proposals not submitted by a joint venture can omit these requirements.

- A. Each partner of the joint venture must submit the complete documentation, or portions applicable thereto, required of a firm applying for individual prequalification.
- B. The proposal must confirm that if the Proposer is awarded the project, the resulting contract would be signed so as to be legally binding on all partners jointly and severally, and also a joint venture agreement providing the joint and several liability of all partners in respect to the contract would be submitted together with the Step 2 Cost Proposal (Bid).
- C. The proposal must include a description of the proposed participation and responsibility of each partner of the joint venture.
- D. The proposal must designate one of the partners as the partner in charge through whom any correspondence between the Contractor and the MOA shall be channeled.
- E. Any formation of a joint venture after prequalification, and any change in a prequalified joint venture, shall be subject to the approval of the MOA in writing prior to the deadline set for the receipt of Step 2 Cost Proposals (Bid). Fourteen (14) calendar days shall be allowed for the MOA's approval

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process, and the written approval document must be included with the Step 2 Cost Proposal (Bid) documents. Such an approval shall not be granted if, among other things, the proposed formation or change would result, in the opinion of the MOA, in a substantial reduction of competition, the inclusion of a firm which had not previously been prequalified (either individually or as part of another joint venture), or, the lowering of the joint venture's qualifications below the minimum level of acceptance as determined by the MOA.

5.0 EVALUATION CRITERIA AND PROCESS

5.1 Evaluation Criteria Weighting

The criteria to consider during evaluations of the Step 1 Written Proposals, and the associated point values, are as follows:

	Evaluation Criteria	Point Value	Shortlist Minimum Point Value
1	Construction Methodology	10 points	2 points
2	Key Personnel	20 points	6 points
3	Technical Experience and Resources – Pile Driving	10 points	4 points
4	Technical Experience and Resources – Cold Region and Large Tidal Fluctuations	10 points	4 points
5	Technical Experience and Resources – Container Terminal Experience	10 points	4 points
6	Construction Plant and Equipment	15 points	6 points
7	Health and Safety	10 points	4 points
8	Financial and Legal Capability	15 points	6 points
9	Joint Venture Requirements (Only for JV Proposers)	P/F	P
Maximum Written Proposal Score:		100 points	

5.2 Qualitative Evaluation Criterion

Proposers will be ranked using the following qualitative rating factors for each RFP criterion.

- 1.0 Outstanding
- 0.8 Excellent
- 0.6 Good
- 0.4 Fair
- 0.2 Poor
- 0- Unsatisfactory

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The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

EXAMPLE: If an evaluator decides that the response provided for a criterion that has a maximum of 20 points was “Good,” they will assign a “qualitative rating factor” of 0.6 to that criterion. The qualitative rating factor is then multiplied by 20, the maximum points available for a resultant 12 points.

5.3 Evaluation Process

5.3.1 Step 1 Written Proposals (Shortlist)

A committee of individuals representing the Municipality of Anchorage will perform an evaluation of the Step 1 Written Proposal(s). The committee will rank the written proposal(s) as submitted and shortlist qualified Proposers based on the scoring presented in Section 5.2. Qualified proposers are defined as submitting a Step 1 Written Proposal that meets or exceeds the “Shortlist Minimum Point Value” for each Evaluation Criteria. All proposers meeting the minimum point values will be invited to participate in Step 2 Cost Proposals (Bid).

EXAMPLE: If an evaluator decides that the response provided for a criterion that has a maximum of 15 points and a “Shortlist Minimum Point Value” of 6 was “Poor,” they will assign a “qualitative rating factor” of 0.2 to that criterion. The qualitative rating factor is then multiplied by 15, the maximum points available for a resultant 3 points which is less than the “Shortlist Minimum Point Value” of 6 and as such the Proposer will NOT be shortlisted for the Step 2.

5.3.2 Step 2 Cost Proposal (Bid)

Qualified shortlisted Proposers will be invited to submit a firm fixed fee Step 2 Cost Proposal (Bid). Proposers will be notified with an official Invitation to Submit Step 2 Cost Proposals. Included with this invitation will be Issued For Construction (IFC) Contract Documents and instructions for submitting bids and asking questions during the bidding period. Step 2 Cost Proposals (Bids) will be opened publicly by the MOA. Step 1 Written Proposal scores will not be used in the final selection of the Proposer.

6.0 SELECTION PROCESS

The Proposer with the lowest Step 2 Cost Proposal (bid) may be invited to enter into contract negotiations with the Municipality of Anchorage. If an agreement cannot be reached, the second lowest Step 2 Cost Proposal (Bid) may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the Municipality of Anchorage reserves the right to terminate negotiations with any Proposer should it be in the Municipality of Anchorage's best interest. The Municipality of Anchorage reserves the right to reject any and all proposals submitted.

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7.0 SAMPLE CONTRACT

All qualified shortlisted Proposers must carefully read and review the Sample Contract which will be provided with the official notification of being shortlisted and invitation to submit a Step 2 Cost Proposal (Bid). The final Contract with the Municipality of Anchorage will be substantially similar to it.

Prior to the submitting Step 2 Cost Proposals (Bid), Proposers will be allowed to submit changes to be considered by the MOA and, if accepted, distributed via addendum to all qualified shortlisted proposers.

If a Proposer wishes to make changes to the Sample Contract including any changes added via addenda, the proposed changes must be submitted with the Step 2 Cost Proposal (Bid). All desired changes must be submitted in a separate document, and must be clear, legible, and conspicuous with the Step 2 Cost Proposals (Bid). The Proposer must also provide the rationale for all proposed changes.

IF NO CHANGES ARE SUBMITTED WITH THE STEP 2 COST PROPOSAL (BID), IT IS UNDERSTOOD THAT THE TERMS AND CONDITIONS OF THE SAMPLE CONTRACT HAVE BEEN ACCEPTED.

8.0 ATTACHMENTS

The following documents are provided for reference:

[to add remaining attachments]

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