

Date: **June 5, 2025**
Project: **Renewable Energy Working Group Facilitator**
Solicitation No.: **RFP 25055**
Addendum No.: **01**

TO ALL PLAN HOLDERS:

The following changes, additions, clarifications, and/or deletions are hereby made a part of the RFP Documents for the above noted project, fully and completely as if the same were fully contained therein. All other terms, conditions, and specifications of the original Request for Proposal, remain unchanged.

This addendum must be acknowledged by email.

The modifications directed by this Addendum One are described on this page and the following attachments:

CHANGES TO DOCUMENTS:

The RFP Package is hereby clarified, changed, or modified by the following:

CONTRACT PROVISIONS AND SPECIFICATIONS

Item #1 Remove and replace form RFP C in its entirety.

QUESTIONS AND ANSWERS

Question 1: Part A, Page 1- Project: The RFP mentions that multiple agreements are likely to be awarded for these services – does AEA have a plan for how the work will be divided between the agreements?

Answer: *Not as of now.*

Question 2: Part A, Page 1- Schedule & Payment: The proposed payment method checked is “Other: Determined per individual NTPs” – should the contractor propose an approach? Or can AEA confirm whether the resulting contract will be time-and-materials with a not-to-exceed ceiling, or firm fixed price, or some other structure? Should the contractor propose an approach? Structure?

Answer: *No. Assume time-and-materials with a not-to-exceed ceiling.*

Question 3: Part A, Page 2, Item 4: The RFP mentions that the Committee may decide to conduct interviews – are interviews likely to be part of the process? When will the Committee decide whether interviews are needed and is there an anticipated timeline for these?

Answer: *Interviews are not anticipated to be a part of the scoring process. If substantive questions arise during individual reviews of the proposals that cannot be answered otherwise,*

direct communication with the offerors would be scheduled on an as needed basis with all PEC members present.

Question 4: Part C, Page 3, Item 8: Labor Billing Rates: Given the focus on hourly labor billing rates, how does AEA anticipate establishing the total dollar value of the resulting contract, inclusive of all labor hours and any travel or other direct costs (ODCs)? Should bidders provide any estimate of total labor hours, travel, or ODCs in their proposals?

Answer: *This will be addressed by estimates of percentage of effort per job function, which is a part of this addendum.*

Question 5: The RFP states that “the maximum hourly rates proposed for the job functions listed above will be multiplied by the percentage of total labor effort (estimated above)” for evaluation purposes. Could AEA please clarify where in the proposal this percentage of total labor effort should be specified, and in what format? Are bidders expected to provide an estimated total labor effort (i.e., a total number of hours) or just to assign a percentage to each labor category?

Answer: *This will be addressed by estimates of percentage of effort per job function, which is a part of this addendum.*

Question 6: The narrative describes that the funding and effort should be split “two-thirds toward solar and one-third toward wind” and then Task 1.3 mentions that the contractor may be asked to “facilitate other renewable energy technology working groups as needed.” Can you please clarify how these other working groups should be considered in the budget?

Answer: *They do not need to be considered in the budget at this time.*

Question 6: Regarding the possibility of extending the resulting contract for up to four additional years, does AEA anticipate negotiating future-year labor rate escalations with the successful bidder at a later date, or should bidders provide labor rates to cover all five potential years of the contract now, at the initial bid stage?

Answer: *We will negotiate future-year labor rate escalations with the successful bidder at a later date.*

Question 7: I am looking for the previous awarded vendors (incumbents) who were awarded the projects listed below from 2022, unless there was no award.

Bid title: EV Working Group Coordinator

Bid # 22046

Bid Due Date was 03/31/2022

Bid title: Wind Working Group

Bid # 23002

Bid Due Date was 08/09/2022

Answer: *22046- Michael Baker International, Inc.*

23002-Renewable Energy Alaska Pro

Question 8: Regarding the Cost section of the SOW (page 21 of the .pdf file) of the subjected RFP: The part C evaluation criteria do not allow for where this format would be submitted within the proposal and do not specify how this table would be evaluated once completed.

Cost Proposal

(The table below should be completed by the applicant to detail the project tasks, reimbursable sub-tasks, and overall budget.)

Project Tasks	Reimbursable Sub-Tasks	Budget
Task 1: Working Group Meetings and Newsletters	1.1 AKWWG meetings and Newsletters	
	1.2 AKSWG meetings and Newsletters	
	Working Group Subtotal:	
Task 2: Outreach, Engagement and Education	Stakeholder Outreach Plan	
	2.1 Outreach Activities	
	2.2 Educational Materials	
	Solar Technology Workshops or Conference	
	2.3 Wind Workshop	
	2.4 Public outreach on wind power; public outreach on solar power	
Outreach and Education Subtotal:		
Task 3: Reporting and Funding Research	4.1 Quarterly reporting	
	4.2 Annual updates	
	Reporting Subtotal:	
Project Total:		

Answer: Part C # 8 provides the weight and scoring methodology for price (labor rates) as a component of the bid. Information included in the 'Cost Proposal' table broken down by task will be disregarded during evaluation.

Question: Would you please consider extending the submittal deadline for RFP 25055 (Term Agreement for Renewable Energy Working Group Facilitator), with a new deadline of June 13th, 2025? A 3-week open period is a short amount of time for proposers to develop their proposals and cost estimates.

Answer: The RFP Due date is hereby changed to June 13, 2025 at 2 PM AKST.

END OF ADDENDUM #01

EVALUATION CRITERIA

If a weight is not indicated for any criterion, telephone the Agency Contact person identified at the top of page 1 of Part A - RFP.

SECTION I - TECHNICAL PROPOSAL

1. Objectives and Services

1. Weight: 10

Response must **demonstrate your comprehension of the objectives and services** for the proposed contract. Do not merely duplicate the Statement of Services provided with this RFP.

- Demonstrate a comprehensive understanding of the scope, including working group facilitation (solar, wind, and other renewable technologies), stakeholder outreach and education, production of newsletters and educational materials, and funding research and acquisition.
- Identify key issues and potential challenges inherent in delivering these services.
- Describe the specific deliverables expected, such as meeting summaries, educational materials, and outreach reports.

2. Methods

2. Weight: 15

Assesses the robustness and feasibility of the offeror's technical approach. Proposals will be evaluated on:

- The clarity and suitability of the methodology to integrate multi-faceted tasks, from planning and facilitating meetings to implementing stakeholder engagement and outreach strategies.
- How well the proposed approach addresses both the qualitative and quantitative outcomes required by the project.

3. Management

3. Weight: 10

Evaluates the strength of the overall project management plan. Proposals will be scored on:

- The extent to which the management plan supports all project requirements and logically connects deliverables.
- The clarity of project organization, lines of authority, and risk mitigation strategies.
- The adequacy of internal processes and reporting mechanisms to ensure timely execution and quality control.

4. Proposed Project Staff

4. Weight: 20

Assesses the qualifications and relevant experience of the personnel assigned to the project. Proposals will be reviewed on:

- The depth of renewable energy expertise (with emphasis on solar photovoltaic and wind technologies) and experience in facilitating working groups, community outreach, and educational program delivery.
- The proven ability of key staff to manage complex projects and deliver on funding research or grant acquisition efforts.
- The completeness and quality of resumes and references provided to demonstrate the contractor's overall suitability for the project.

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5. Workload and Resources**5. Weight: 5**

Evaluates the offeror's ability to manage the project workload and mobilize necessary resources. Proposals will be scored based on:

- The clarity and realism of the staffing plan regarding the proposed time commitments and allocation of support personnel.
- The evidence of having or readily accessing the essential hardware, software, licenses, and other resources required to perform the contract.

6. Past Performance**6. Weight: 20**

Assesses the contractor's prior track record and overall experience with similar projects. Proposals will be evaluated on:

- Demonstrated success in completing comparable renewable energy or stakeholder engagement projects on time and within budget.
- The quality and relevance of references and letters of recommendation from previous projects.
- The overall history of the firm in managing and executing projects effectively, with measurable outcomes.

7. Schedule Commitment**7. Weight: 5**

Evaluates the offeror's ability to adhere to the project's timeline and deliver on time-sensitive milestones. Proposals will be scored on:

- The alignment of the proposed schedule with the Authority's requirements, including quarterly deliverables such as meeting facilitation, newsletter submission, and timely reporting.
- The clarity of timeframes for executing specific tasks, with particular emphasis on meeting the stipulated deadlines.
- The level of confidence the offeror demonstrates in achieving the project schedule through detailed planning and resource allocation.

SECTION II - PRICE

If price is not an Evaluation Criterion, weights for Criterion #6 shall be “0”. If price is an Evaluation Criterion, the weight for Criterion #8 shall be at least “15”, and all Offerors shall submit Price Proposals in the specified format(s).

See item #9, under Notices in Part A - RFP, regarding statutory and regulatory provisions about price competition and item #10.3, in Part B - Submittal Checklist, regarding procedure for submittal of Billing Rates and/or Price Proposals. Cost terminology is explained on page 2 of the Pre-Audit Statement (DOT&PF Form 25A257).

CAUTION: Submittal of Offeror's or Subcontractor's "standard" rate schedules or other pricing documents which are not in required format will be non-responsive if they do not allow direct comparison with other responsive proposals.

Rates and costs proposed by the Offeror selected for contract negotiations may be investigated for reasonableness and allocability in accordance with AS 36.30.400, .420 & .480, 2 AAC 12.550 and the contract cost principles in 48 CFR Part 31. Unsupported rates and costs may be disallowed or result in termination of negotiations, or contract award. All proposed rates and the negotiated contract rates will be public information.

8. Labor Billing Rates (Required Format)

8. Weight: 15

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. Note: Some of these functions may be performed by one or more employees of the Offeror or Subcontractors; consequently, an individual might be billed under the contract at different rates appropriate to the functions performed. **Only the maximum rate paid to any individual for each listed job function** - regardless of employer (Offeror or Subcontractor) - **must be provided and will be considered for this response**. Rates for lower paid individuals or for other job functions, if any, will be addressed during contract negotiations.

1. Working Group Facilitator- (Estimated at 30% of total labor)
2. Engagement / Communications Specialist (Estimated at 50% of total labor)
3. Funding Researcher (Estimated at 5% of total labor)
4. Project Manager (Estimated at 10% of total labor)
5. Contract Manager (Estimated at 5% of total labor)

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. 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**.

$$\frac{(\text{Lowest aggregate rate from all Offerors}) \times (\text{MPP}^*)}{(\text{Offeror's aggregate rate})} = \text{Offeror's Criterion Score}$$

*MPP = Maximum Possible Points = (5) x (Number of Evaluators) x (Weight)

If no federal funding, then per AS 36.30.250(b), aggregate rates shall be reduced for the above calculation by the following applicable percentages when the rates are from Offerors that **designate preferences on page one of Part D**.

- ALASKA BIDDER (OFFEROR) PREFERENCE [2 AAC 12.260(d)]..... 5%
- ALASKA VETERAN-OWNED BUSINESS PREFERENCE [AS 36.30.175] (maximum \$5000)..... 5%
- and only ONE of the following:
- EMPLOYMENT PROGRAM PREFERENCE [AS 36.30.170(c)] 15%
- DISABLED SOLE PROPRIETOR OR 50% DISABLED EMPLOYEES [AS 36.30.170(e & f)]..... 10%

To claim employment or disabled preference, Offeror must be on the appropriate Alaska Division of Vocational Rehabilitation list at the time designated for opening (i.e., receipt