



SMALL PROCUREMENT DOCUMENTS

for Construction Related Professional Services - RFP, Proposal & Award per AS 36.30.320 and 2 AAC 12.400

PART A - REQUEST FOR PROPOSALS

GENERAL INFORMATION

These documents consist of three parts (Part A - Request for Proposals; Part B - Proposal Form; Part C - Contract Award, Notice to Proceed & Invoice Summary), -- **plus the current edition dated April 2014 of the Standard Provisions Booklet** (DOT&PF Standard Provisions for Small Procurements of Construction Related Professional Services) that is hereby incorporated by reference. The Booklet will not be distributed with any of the three parts; however a

copy may be obtained in person at the Contracting Agency's office or by telephoning the Agency to obtain instructions for receiving an electronic copy. The Booklet contains copies of the Small Procurements Procedure (Chapter 2 of the PSA Manual), Appendix A (General Conditions), Appendix C (Compensation), Exhibit C-1 (Methods of Payment), Appendix D (Indemnification and Insurance), and Appendix E (Certification for Licenses and Insurance).

Project Title: Remote Alaskan Community Energy Efficiency (RACEE) Energy Audit Services Term Agreement		Contracting Agency:	
Project Number(s): N/A		Alaska Energy Authority 813 West Northern Lights Anchorage, AK 99503	
RFP #: 16-132			
Project Site (City, Village, etc.) Various Alaska Locations			
Agency Contact: Katie Conway-Stamm, Program Manager		Phone: (907) 771-3078 Fax: (907) 771-3044	
*Estimated Amount of Proposed Contract:			
<input type="checkbox"/> less than \$50,000		<input checked="" type="checkbox"/> \$50,000 to \$100,000	
<input type="checkbox"/> \$100,000 to \$150,000		<input type="checkbox"/> \$150,000 to \$200,000	
*Estimated Amount of Proposed Contract indicates estimate of <u>combined</u> amounts of all awarded contracts from this solicitation.			

REQUIRED SERVICES: are described in the enclosure consisting of Five (5) pages, dated 3/21/2016.

Note: Offerors shall carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the purchasing authority before proposal due date. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective solicitation and exposure of Offeror's proposals upon which award could not be made. Protests based upon any omission, error, or the content of the solicitation will be disallowed if not made in writing before the proposal due date.

PERIOD OF PERFORMANCE: Begin: May 2016 End: August 31, 2016

PROPOSAL FORMAT

Written proposals to provide the required services shall consist of the enclosed "Part B - Proposal Form", completed as indicated, plus a **letter not to exceed five (8.5" x 11") pages**. If a Price Estimate

is required, the page limit does not include the Price Estimate. Proposals that exceed the page limit may be disqualified. Proposals may be faxed or hand delivered to the Contracting Agency.

PRICE AND METHOD OF PAYMENT

A Price Estimate is NOT required with your proposal. The selected Offeror shall submit a Price Estimate within **one** business day following a request from the Contracting Agency.

A Price Estimate is required with your proposal.

A Price Estimate shall include all tasks to perform the contract and be prepared in the format shown below. Note that a Price Estimate is not a bid. It is a negotiable offer. A Fixed Price contract is desirable; however, a Cost Reimbursement contract may result if a Fixed Price cannot be negotiated.

PRICE ESTIMATE FORMAT (if required per above)

(1) Offeror shall provide current billable wage schedule for all staff and subcontractors' staff showing the loaded labor rates (by job title and class), who may be reimbursed under contract.

(2) In addition, for the purposes of evaluating costs, Offerors shall provide a lump sum amount to deliver the following scenario.

Scenario: Contractor has been requested by AEA to deliver the following:

ASHRAE level II energy audit on two (2) buildings in the community of Scammon Bay, Alaska. Building 1 is an 8,000 sq. ft. office building, two stories with a ventilation system. Building 2 is a 25,000 sq. ft. school with ventilation. In addition to the level II audit, the benchmarking form must be completed and 5 buildings located around the office building and school must be inventoried (total of 7 buildings on the inventory, Office Building, School and five additional buildings) Please include all costs, i.e. fully loaded rates, travel, and the cost of deliverables your firm would provide for this type of energy audit.

Lump Sum \$ _____

SUBMITTAL DEADLINE AND LOCATION

DATE: **April 7, 2016**

PREVAILING TIME: **3:00 PM**

FAX: **(907) 771-3990**

OR Email: **AMORTON@AIDEA.ORG**

Hand deliver proposal directly to following location, and person, if named; or Fax to a number above:

Alaska Energy Authority
Attn: Andrew Morton
813 West Northern Lights
Anchorage, AK 99503

When submitting proposals, please make sure to identify the project title and the RFP number on the outer envelope of the submittal package

Late proposals will not be considered. **Offerors** are responsible to assure timely delivery and receipt and **are encouraged to respond at least four business hours prior to the above deadline.** Any addendum issued less than 24 hours prior to a Deadline will extend that Deadline by a minimum of an additional 24 hours. The Contracting Agency shall not be responsible for any communication equipment failures or congestion and will not extend the deadline for any proposals not received in their entirety prior to the deadline. Except for hand delivered proposals, confirmation of receipt by telephone or other means four hours or less prior to deadline will **not** be provided. (An out-of-town/state Offeror may electronically transmit their proposal to a local personal representative who may reproduce a copy of it and deliver it "in person" to the submittal location prior to the deadline.)

BASIS OF SELECTION

This solicitation does not guarantee that a contract will be awarded. All proposals may be summarily rejected. Our intent, however, is to select a Contractor based on the following criteria:

- 1) Project Understanding and Commitment
- 2) Methodology and Work Plan
- 3) Personnel & Firm Qualifications, Experience including Rural Communities
- 4) Price Estimate (*if* required with proposal).
- 5) Schedule
- 6) Quality of Proposal

Proposals will be evaluated per Chapter 2 of the DOT&PF PSA Manual.

END OF PART A

Remote Alaskan Community Energy Efficiency (RACEE) Energy Audit Services Term Agreement

3/21/16

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1.1 Acronyms/abbreviations Used in this Document

- o AEA: Alaska Energy Authority
- o DOE: Department of Energy
- o RACEE: Remote Alaskan Community Energy Efficiency
- o RFP: Request for Proposal

2.1 Purpose of the RFP

The Alaska Energy Authority (Authority) intends to award multiple (3 to 5) contracts to service providers for technical assistance with ASHRAE level I and Level II energy Audits. These audits will be performed in remote Alaskan communities that are awarded technical assistance under the U.S. Department of Energy’s Remote Alaskan Community Energy Efficiency (RACEE) competition, which is currently in process. This three-phased competition is intended to improve energy efficiency in the selected communities, including building and facility efficiency. Alaska Energy Authority will be providing technical assistance to the selected communities via a combination of in-house and contracted expertise. DOE’s Notice of Technical Assistance application will close on March 31; DOE intends to announce as many as twenty selected communities on April 25.

The Authority is seeking responses from firms who have expertise in commercial energy audits and implementing energy efficiency measures in rural Alaska communities. RACEE program information can be found at the program website <http://energy.gov/eere/remote-alaskan-communities-energy-efficiency-competition>

It is recommended that Offerors review the RACEE NOTA (<https://eere-exchange.energy.gov/#Foald0910a5e2-771f-47f9-a113-f94f10649767>) for an overview of program requirements as well as become acquainted with the reporting requirements and data collection tools also found on the RACEE website. The successful contractor(s) will be required submit a trip report including names and contact information of people worked within the community visited. Additionally, contractor(s) will be required to submit a benchmarking form for each building audited and a level I or II audit report within 10 work days of the site visit. AEA will provide the trip report and benchmarking

templates.

The scope of work for each selected Phase Two community will not be known until those selected communities are announced on April 26. Applications for Technical Assistance may include residential or commercial building efficiency, generation, transmission, and distribution efficiency, water/waste water efficiency, or outdoor lighting efficiency projects. Upon seeing the selected communities and determining a preliminary schedule of data collection needs for each Phase Two community AEA shall assign communities to a Contractor for specific technical assistance. Proximal communities may be assigned the same Contractor for aggregating travel to maximize cost efficiencies. AEA will provide the Contractor with a not-to-exceed budget for each community and a corresponding Notice to Proceed (NTP). The NTP will assist the Contractor in tracking the costs and provide a method to invoice the Authority. The budget will include all costs associated with delivering the project including Contractor's time and materials. A Sample NTP is included for Offeror's review. All invoices with corresponding NTP shall be submitted to the Authority. The Authority shall review and approve the submission prior to paying the Contractor directly on behalf of the community.

The Contractor shall ensure that all subcontractors, vendors, community administration, and other costs, are paid within the budget assigned.

Work will occur after Technical Assistance recipients are announced on April 25, 2016 and August 5, 2016. Contractors must be available to travel during this time period.

2.2 Minimum Contractor Requirements

Firms who are interested in responding to this solicitation must demonstrate that they meet the following minimum requirements:

- Have a current Alaska business license;
- Have a minimum of three-year's experience providing program oversight and commercial energy auditing services;
- Energy auditors must have a CEA or CEM certification or an equivalent certification (as determined by the EE&C program manager);
- Experience with rural Alaska communities is preferred, but not required. Firms with rural experience may receive higher evaluation scores under experience.

Proposals failing to demonstrate that they meet the requirements of the first three bullets above may be rejected as non-responsive.

2.3 Location of Work

AEA office is located in Anchorage, the consultant is required to work closely with AEA staff. Location of work will be in communities that are awarded U.S. Department of Energy's Remote Alaskan Community Energy Efficiency (RACEE) grants.

3.1 Standard Contract Information

The Authority intends to issue multiple (2 to 5) professional services type term contracts, and the period of performance shall be for one (1) year, with two (2) one-year renewal options. The Authority makes no guarantee as to the amount of work that will be available during the period of the contract and any subsequent renewals. Work is as needed. The Authority may, at its option, increase or decrease the number of contracts awarded.

The successful Offeror(s) will be required to sign the standard small procurement agreement form for professional services. A copy is included in the contract documents package for your reference. The Contractor shall comply with the general contract provisions. Any alteration of these general provisions must be approved by the Department of Law before the Authority's Procurement Officer can accept the contract.

All or part of the Offeror's proposal may be incorporated into the final negotiated contract.

AEA reserves the right to include additional terms and conditions during the contract negotiations. These terms and conditions must be within the scope of the original RFP and contract documents, and will be limited to cost, clarification, definition, and administrative and legal requirements.

If after award of a contract:

- a conflict arises between terms offered in Offeror's proposal and the terms of the contract or RFP the terms of the contract or RFP will prevail; and
- if the Authority's rights are diminished by the application of Offeror's supplemental term, or conditions included in the Offeror's proposal, the supplemental term or condition shall be considered null and void.

3.2 Payment Procedures

The Authority intends to pay the Offeror a negotiated sum based upon satisfactory completion of tasks, review of the required deliverables, and submission of an invoice from the Offeror.

Invoices shall be paid after the invoice is approved and authorized by the Project Manager. Under no condition will the Authority be liable for the payment of any interest charges associated with the cost of the contract.

AEA is an authority of the State of Alaska and by such is not responsible for, and will not pay any local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency. If an Offeror is delinquent on payment of state taxes the payment provisions of the contract may be subject to review and approval by the Department of Revenue prior to award.

3.3 Travel Expenses

Contractor's employees on travel status will be compensated for food and lodging expenses in accordance with the State of Alaska Admin Manual for Travel (AAM 60 Sections 200, 220, 240, 250, and 260). In determining M&IE Rates contractors will use the XE schedules. Links to current State of Alaska Travel policy can be found at <http://doa.alaska.gov/dof/travel/index.html> Click on AAM60 for a direct link to the Admin Manual. A direct link to the State of Alaska Per Diem Rates as of 7/1/2013 can be found at: <http://doa.alaska.gov/dof/travel/resource/rates.pdf>.

3.4 Work Order Process

The Consultant(s) must be available to complete assigned tasks. Work will be assigned to Consultant(s) based on proximity to communities being awarded grants and the Consultant(s) must be available to complete assigned audits in those communities within a timeframe determined by AEA's Project Manager. Work may be negotiated on a lump sum or an hourly rate with a not-to-exceed price per work order. It is AEA's intent to follow a process that will provide for a cost effective and efficient means to accomplish the work required.

AEA will use the following work order assignment process:

- 1) After identifying a need, AEA's Project Manager will submit a request to the consultant by e-mail describing the task(s) to be completed. Each request will:
 - a. Identify the tasks to be completed.
 - b. Identify anticipated deliverables.
 - c. Provide a deadline for completion of the task(s).
 - d. Provide a deadline for submission of the work order proposal.
- 2) Within the time frame identified in the work order request, the consultant will provide a written (e-mail may be sufficient) proposal that includes:
 - a. Concurrence with the plan and deliverables or an alternate plan and deliverables.
 - b. Estimated time involvement of key individuals.
 - c. A list of any proposed subcontractors and the work they will be doing.
 - d. A proposed work schedule identifying any critical decision points and expectations the contractor may have for AEA for review or participation.
 - e. A cost proposal to complete the work order that includes estimates of all labor, transportation, materials, and expenses to complete the project and fixed cost price or an estimated not-to-exceed price based on the number of hours for the project as proposed.
- 3) Upon receipt of the proposal AEA will review the proposal with the consultant and either accept the proposal as offered, negotiate as needed to assure a mutual understanding of the work requested and resources needed to accomplish the necessary tasks, or may seek a proposal from an alternative contractor awarded a contract under this RFP.
- 4) The final work order scope, terms, schedule, and cost will be agreed to in writing by both parties and AEA will issue a written notice to proceed (NTP) with the work order (by fax or e-mail)

4.1 Scope of Services

The Scope of services may include, although may not be limited to - Contractor shall:

1. be certified to perform and have experience conducting commercial energy audits and performing energy efficiency retrofits, including familiarity with updated best practices in cold climate building science, energy efficient equipment (such as lights and motors), and energy conservation techniques;
2. have demonstrated experience working in and with rural Alaska communities on similar projects;
3. be appropriately licensed to do business in Alaska;
4. facilitate communication and coordination with Regional Liaisons and/or Community Energy Champions (CEC) to schedule site visits, explain options and confirm community selection from list of recommended efficiency measures that were identified in the application;

5. perform ASHRAE level I and/or level II commercial energy audits on selected community buildings;
6. provide a detailed cost estimate for the implementation of recommended measures for the purpose of determining accurate project costs. For each efficiency measure, the cost estimate should detail the cost of materials, shipping, and labor;
7. develop simple operations and maintenance plans for buildings and systems which receive energy efficiency work under the grant; and
8. comply with all reporting and data collection requirements of the program.
9. be required submit a trip report including names and contact information of people worked within the community visited. Additionally, contractor(s) shall submit a benchmarking form for each building audited and a level I or II audit report within 10 work days of the site visit. Forms downloadable at AIDEA FTP site <ftp://ftp.aidea.org/16132%20RACEE%20RFP/> .



SMALL PROCUREMENT DOCUMENTS PART B - PROPOSAL FORM

THIS COMPLETED FORM MUST BE THE FIRST PAGE. NO OTHER COVER SHALL BE USED.

Project Title: Remote Alaskan Community Energy Efficiency (RACEE) Energy Audit Services Term Agreement
RFP No.: 16-132

PROPOSAL REQUIREMENTS

Proposals shall demonstrate comprehension of the objectives and services for the proposed contract; include a brief overview of what will be done; and show a sequence and schedule for each important task. Assumptions made in formulation of the proposal and the support expected from the Contracting Agency shall be defined. The key individuals who will perform services shall be named (including all who would be "in responsible charge" (Ref: AS 08.48) for Architecture, Engineering and/or

Land Surveying with their Alaska registration number). Include a brief -- about one paragraph -- statement for each person named which describes **experience directly related** to the service(s) they will perform. Proposed subcontracts, if any, shall be explained. Resources -- support personnel, facilities, equipment, etc. -- current and projected workload could be summarized. Any **unique** qualifications or knowledge of the project, project area, or services to be provided, should be identified.

ALASKA STATUTORY PREFERENCES **are** **are not** applicable to this contract.
If applicable, check those preferences that you (Offeror) claim.
 Alaska Bidder (Offeror) **AND>>** Veterans **AND >>** Employment Program **OR** Disabled Persons
2 AAC 12.260(d) AS 36.30.175 **if applicable** AS 36.30.170(c) AS 36.30.170 (e & f)
Invalid claim(s) will result in the Offeror's disqualification for contract award.

PROPOSAL

The undersigned has reviewed Part A - RFP of these documents, understands the instructions, terms, conditions, and requirements contained therein and in the Standard Provisions Booklet, and proposes to provide the required services described in Part A in accordance with the attached letter which constitutes our proposal to complete the project.

will be placed if this contract is awarded and that failure to comply with these Certifications is a fraudulent act. The Contracting Agency is hereby authorized to request any entity identified in this proposal to furnish information deemed necessary to verify the reputation and capabilities of the Offeror and Subcontractors. This proposal is valid for at least ninety days.

By my initials below, I certify that the Offeror and all Subcontractors identified in the Proposal shall comply with all requirements for the following items as explained in the Standard Provisions Booklet:

- [] Alaska Licenses and Registrations.
- [] Insurance, including Workers' Compensation, Comprehensive or Commercial General Liability, and Comprehensive Automobile Liability.
- [] Professional Liability Insurance as follows:
 - As available.
 - Minimum of \$300,000.

I further certify that I am a duly authorized representative of the Offeror; that this Proposal accurately represents capabilities of the Offeror and Subcontractors identified for providing the services indicated. I understand that these Certifications are material representations of fact upon which reliance

Signature **and Date**

Name :
Title :
Offeror (Firm) :
Street or PO Box..... :
City, State, Zip :
Telephone - Voice..... :
Telephone - Fax..... :

Federal Tax Identification No..... :
Type of Firm (Check one of the following):
 Individual Partnership
 Corporation in state of..... :
 Other (specify)..... :

END OF PART B