



Fairbanks Economic Development Corporation

330 Wendell Ave., Suite E
Fairbanks, AK 99701

Request for Proposals
RFP Number: 020317
Date of Issue: February 3, 2017

**Title and Purpose of RFP: Call for Pre-Feasibility Studies on Wood-Fired Heating
Projects**

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Fairbanks Economic Development Corporation

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Section One - Introduction and Instructions

1.01 - Return Mailing Address, Contact Person, Telephone, Fax Number and Deadline for Receipt of Proposals

Offers must submit one (1) hard copy and one (1) electronic copy as PDF of their proposal to the issuing office (FEDC). Responses must be in a sealed envelope. The cost proposal shall be submitted under separate cover and shall NOT be included within the page limit. Your RFP shall be addressed as follows:

Fairbanks Economic Development Corporation
Attention: Jim Dodson
Request for Proposal (RFP) Number: 020317
Project Name: Call for Pre-Feasibility Studies on Wood-Fired Heating Projects
330 Wendell Ave., Suite E
Fairbanks, AK 99701

Proposals must be received no later than 5:00PM., Alaska Standard Time on March 3, 2017. Offerors will receive a confirmation email to verify that their proposal has been received. Oral proposals will not be accepted.

An offeror's failure to submit their proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

Project Managers: Jim Dodson and Samantha Reynolds
Phone: 907-452-2185 Fax: 907-451-9534

1.02 - Contract Term and Work Schedule

The contract term and work schedule set out herein represents Fairbanks Economic Development Corporation's best estimate for work to be completed. If a component of this schedule, such as the opening date, is delayed, the rest of the schedule will be shifted by the same number of days.

The length of the contract will be 126 days beginning March 4, 2017 with no renewals. Extensions to this contract schedule may be exercised solely by Fairbanks Economic Development Corporation.

Unless otherwise provided in this RFP, FEDC and the successful offeror/consultant agree: 1) that any holding over of the contract excluding any exercised extension options, will be considered as a day-to-day extension, and all other terms and conditions shall remain in full force and effect and 2) to provide written notice to the other party of the intent to cancel such day-to-day extension at least three days before the desired date of cancellation,

The approximate contract schedule is as follows:

Release of RFP: February 3, 2017
RFP Proposal Open: February 3 – March 3, 2017
RFP Closed: March 3, 2017 at 5pm Alaska Standard Time
RFP Review Period: March 4 – March 19, 2017
Notification of Intent to Award: March 20, 2017

Begin Contract: March 20, 2017
End Contract: July 24, 2017

If offeror feels that the projected timeline is impractical for completing the requested tasks it is recommended that the offeror submit an alternative timeline. An alternative timeline should clearly lay out the offeror's actions, alternative date of completion, and a narrative on why an alternative end date is being recommended.

1.03 - Purpose of the RFP

Fairbanks Economic Development Corporation is soliciting pre-feasibility proposal(s) from interested and qualified consultants, firms, and organizations that would complete an outlined scope of work in a pre-determined rural Alaskan community. The purpose for these studies is to explore the pre-feasibility of a community heating project(s) for an individual facility, multiple facilities, community, and/or district heating projects that would utilize high-efficiency, low-emission, wood-fired systems. Communities have already submitted their statements of interest. This RFP looks to determine the preliminary feasibility in the locations (selected by Alaska Wood Energy Development Task Group) of submitted statements of interest in regards to site specifications and regional biomass.

1.04 - Budget

Fairbanks Economic Development Corporation estimates the budgets to vary for each rural community's preliminary feasibility study. In some instances, multiple projects are being considered in each cluster. Consultants are to bid on each project cluster individually, but can also submit an additional bid to represent costs if the consultant were to be awarded both project clusters. Previous studies have averaged approximately \$10,000 per community.

This is a one-time budget, with no option for renewal.

1.05 - Location of Work

Qualified statements of interest selected by Alaska Wood Energy Development Task Group (AWEDTG) have been grouped into two (2) geographic clusters.

Preliminary Feasibility Study Clusters:

	Cluster One:	
Fairbanks North Star Borough	4 buildings	Pearl Creek Elementary, Weller Elementary, Two Rivers Elementary, Salcha Elementary

Cluster Two:		
Kuspuk School District	2 buildings	Aniak High School, George Morgan Sr. High School (Upper Kalskag)

Cluster Three:		
Chatham Strait School District	1 building (possibly 3)	Klukwan School, Gustavus school and gym*

* Please provide an Add Alternate Bid for the addition of a pre-feasibility study for Gustavus school and gym.

To be considered to receive a pre-feasibility study, each of the above communities and/or organizations submitted a Statement of Interest, which includes facility/building features. These applications, along with other supplemental documents can be found at alaskaforestproducts.com.

Fairbanks Economic Development Corporation **WILL NOT** provide workspace for the consultant.

The consultant should include in their price proposal: transportation, lodging, and per diem costs sufficient to pay for trips that may be required under this contract. All trips should be addressed in their proposals as a deliverable.

By signature on their proposal, the offeror certifies that:

- (a) All services provided under this contract by the consultant and all subcontractors shall be performed in the United States;

Failure to comply with (a) of this requirement will cause FEDC to reject the bid or proposal as non-responsive, or cancel the contract.

1.06 - Assistance to Offerors with a Disability

Offerors with a disability may receive accommodation regarding the means of communicating their RFP or participating in the procurement process. For more information, contact the project manager no later than five days prior to the deadline for receipt of proposal.

1.07 - Required Review / Questions Received

Offerors should 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 project manager at least five days before the proposal deadline. This will allow issuance of any necessary amendments. Protests based on any omission or error, or on the content of the solicitation, will be

disallowed if these faults have not been brought to the attention of the procurement officer, in writing, at least ten days before the RFP due date.

1.08 - Amendments

If an amendment is issued, it will be provided to all who were mailed a copy of the RFP.

1.09 - Alternate Proposals

Offerors may only submit one proposal total. Offerors may submit a proposal for evaluation that includes one, two or all of the community clusters. Any contractor submitting a proposal for multiple clusters should submit a bid that will complete the scope of work as outlined in section five, parts 5.01 and 5.02 for each location. Each community project(s) within an area cluster must have a clearly identifiable scope of work and preliminary feasibility study submitted in the final report. The successful offeror must adhere to the strict deadlines as set forth within this RFP and complete all work in all locations bid within the given timeline.

1.10 - Right of Rejection

Offerors must comply with all of the terms of the RFP and all applicable local, state, and federal laws, codes, and regulations. The project manager may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Minor informalities that do not affect responsiveness include matters of form or format that:
do not change the relative standing or otherwise prejudice other offers;
do not change the meaning or scope of the RFP;
are trivial, negligible, or immaterial in nature;
do not reflect a material change in the work; or do not constitute a substantial reservation against a requirement or provision may be waived by the RFP Project Manager.

FEDC reserves the right to refrain from making an award if it determines that to be in its best interest.

1.11 - Not Responsible for Preparation Costs

FEDC will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

1.12 - Disclosure of Proposal Contents

All proposals and other material submitted become the property of Fairbanks Economic Development Corporation and may be returned only at FEDC's option. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the issuance of the Intent to Award. Thereafter, proposals will become public information.

Trade secrets and other proprietary data contained in the proposals may be held confidential if the offeror requests, in writing, that the project manager does so, and if the project manager agrees, in writing, to do so. Material considered confidential by the offeror must be clearly identified and the offeror must include a brief statement that sets out the reasons for confidentiality.

1.13 - Subcontractors

Subcontractors will be allowed.

1.14 - Joint ventures

Joint ventures will be allowed.

1.15 - Conflict of Interest

Each proposal shall include a statement indicating whether or not the consultant, firm, or any individuals working on the contract may have a possible conflict of interest (e.g., employed by the community for which the RFP is being submitted) and, if so, the nature of that conflict. FEDC reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict, or cause speculation as to the objectivity of the program to be developed by the offeror. FEDC's determination regarding any questions of conflict of interest shall be final.

1.16 - Assignment

The consultant may not transfer or assign any portion of the contract without prior written approval from the procurement officer.

1.17 - Disputes

Any dispute arising out of this agreement will be resolved under the laws of the State of Alaska. Any appeal of an administrative order, or any original action to enforce any provision of this agreement, or to obtain relief from, or remedy in connection with the agreement may be brought only in the Superior Court for the State of Alaska.

1.18 - Severability

If any provision of the contract or agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected. And, the rights and obligations of the parties will be construed, and enforced as if the contract did not contain the particular provision held to be invalid.

1.19 - Federal Requirements

The offeror must identify all known federal requirements that apply to the proposal, the evaluation, or the contract.

Section Two - Standard Proposal Information

2.01 - Authorized Signature

All proposals must be signed by an individual to bind the offeror to the provisions of the RFP. Proposals must remain open and valid for at least ninety (90) days from the award date.

2.02 - Amendments to Proposals

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline.

2.03 - Clarification of Offers

In order to determine if a proposal is reasonably susceptible for award, communications by the project manager, or the proposal evaluation committee are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarification may not result in a material or substantive change to the proposal. The evaluation by the project manager or the proposal evaluation committee may be adjusted as a result of a clarification under this section.

2.04 - Discussions with Offerors

Fairbanks Economic Development Corporation may conduct discussions with offerors. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP or proposal identified by the procurement officer. Discussions will only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the project manager. Discussions, if held, will be after initial evaluation of proposals. The project manager may set a time for best and final proposal submissions from those offerors with whom discussions were held. Proposals may be reevaluated after receipt of best and final proposal submissions.

If an offeror does not submit a best, and final proposal, or a notice of withdrawal, the offeror's immediate previous proposal is considered the offeror's best and final proposal.

Offerors with a disability needing accommodation should contact the project manager prior to the date set for discussions so that reasonable accommodation can be made. Any oral modifications of a proposal must be reduced to writing by the offeror.

2.05 - Prior Experience

In order for offerors to be considered responsive, offerors must meet these minimum prior experience requirements:

- 1) Offeror must have a minimum of two years' experience in relevant areas.
- 2) Offeror must have demonstrated experience and thorough understanding of various wood heating options, as well as knowledge of rural communities. Offeror must provide names of communities in which the offeror has previously worked.
- 3) Offerors must submit a sample of a previous study completed and authored by the offeror in their response to this RFP.

An offeror's failure to meet these minimum requirements will cause their proposal to be considered nonresponsive and their proposal will be rejected.

2.06 - Evaluation of Proposals

The procurement officer, or evaluation committee, made up of at least three members of the Alaska Wood Energy Development Task Group (AWEDTG) will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in section seven of this RFP.

After receipt of proposals, if there is a need for substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

2.07 - Vendor Tax ID

A valid Vendor Tax ID must be submitted to the issuing office with the proposal or within five days of FEDC's request.

2.08 - Alaska Business License and Other Required Licenses

At the time the proposals are opened, all offerors must hold a valid Alaska business license and any necessary applicable professional licenses required by Alaska Statute. Proposals must be submitted under the name as it appears on the person's current Alaska business license in order to be considered responsive. Offerors must submit evidence of a valid Alaska business license with the proposal. An offeror's failure to submit this evidence with the proposal will cause their proposal to be determined non-responsive. Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:

- (a) Copy of an Alaska business license with the correct SIC code;
- (b) Certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- (c) A canceled check for the Alaska business license fee;
- (d) A copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- (e) A sworn and notarized affidavit that the offeror has applied and paid for the Alaska business license.

2.09 - 5 percent Alaskan Bidder Preference

An Alaskan Bidder Preference of five percent will be applied to evaluations. The preference will be given to an offeror who:

- (a) Holds a current Alaska business license;
- (b) Submits a proposal for goods or services under the name on the Alaska business license;
- (c) Has maintained a place of business within the state staffed by the offeror, or an employee of the offeror, for a period of six months immediately preceding their date of proposal;
- (d) Is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company and all members are residents of the state, or is a partnership and all partners are residents of the state; and
- (e) If a joint venture, it must be composed entirely of entities that qualify under (a)-(d) of this subsection.

Alaska Bidder Preference Affidavit

In order to receive the Alaskan Bidder Preference, proposals must include a statement certifying that the offeror is eligible to receive the Alaskan Bidder Preference.

2.10 - Formula Used to Convert Cost to Points

The distribution of points on cost will be determined as outlined below. The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined by the equation below:

$$\frac{[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})]}{(\text{Cost of Each Higher Priced Proposal})} = \text{POINTS}$$

2.11 - Alaska Offeror's Preference

Alaska offerors will receive a five (5) percent overall evaluation point preference. Alaska Bidders, as defined in Section Two part 2.09, are eligible for the preference. This preference will be added to the overall evaluation score of each Alaskan offer. Each Alaskan offeror will receive five (5) percent of the total available points added to their evaluation score as a preference.

2.12 - Contract Negotiation

After final evaluation, the project manager may negotiate with the offeror of the highest-ranked proposal. Negotiations, if held, shall be within the scope of the request for proposals, and limited to those items which would not have an effect on the ranking of proposals. If the highest-ranked offeror fails to provide necessary information for negotiations in a timely manner, or fails to negotiate in good faith, FEDC may terminate negotiations and negotiate with the offeror of the next highest-ranked proposal. If contract negotiations are commenced, they may be held at Fairbanks Economic Development Corporation's office located in Fairbanks, Alaska.

If the contract negotiations take place, the offeror will be responsible for their travel and per diem expenses.

2.13 - Notice of Intent to Award (NIA)

After the completion of contract negotiation the project manager will issue a written Notice of Intent to Award (NIA) and send copies to all offerors. The NIA will set out the names of all offerors and identify the proposal selected for award.

Section Three - Standard Contract Information

3.01 - Contract Type

The contract will be in the form of a Cost Reimbursement Contract. Payments will be received upon completion of tasks outlined in RFP scope of work (Section 5). See Section Eight for detailed breakdown of cost reimbursements.

3.02 - Contract Approval

This RFP does not obligate FEDC until a contract is signed and approved by both parties. If approved, it is effective from the date approved by the CEO/President or designee. FEDC will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by FEDC.

3.03 - Proposal as a Part of the Contract

Part or all of this RFP and the successful proposal may be incorporated into the contract.

3.04 - Additional Terms and Conditions

FEDC reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP, and will not affect the proposal evaluations.

3.05 - Insurance Requirements

The successful offeror must provide proof of workers' compensation insurance prior to contract approval unless otherwise exempt.

The successful offeror must secure any insurance coverage required. An offeror's failure to provide evidence of such insurance coverage, is a material breach, and grounds for withdrawal of the award or termination of the contract.

3.06 - Contract Funding

FEDC reserves the right to cancel a contract negotiated as a result of this RFP at any time due to lack of appropriate funds.

In addition, FEDC is liable only for payment in accordance with payment provisions of this contract for services rendered before the effective date of termination. Payment structure is further defined in section eight of this RFP.

3.07 - Proposed Payment Procedures

FEDC will make payments based on completed tasks.

The successful offeror who enters into a contract for this RFP is allowed to bill FEDC based on successful completion for work and tasks on a percentage basis as specified in section eight. No forward funding will be granted. All completed tasks must be accompanied by supporting documents such as invoices, contracts, or vouchers describing in detail the nature, amount and timing of the work completed.

Upon the completion and submission of the preliminary feasibility report, FEDC requests that the offeror submit an itemized final billing with all supporting documents no later than 30 days from the closing date as set forth in this RFP.

Each submittal must consist of an itemized invoice with supporting documents. No payment will be made until the invoice has been approved by the project manager.

3.08 - Contract Payments

No payment will be made until the contract is approved by the President /CEO of FEDC or the Presidents' designee. Under no conditions will FEDC be liable for the payment of any interest charges associated with the cost of the contract.

FEDC is not responsible for, and will not pay, local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

3.09 - Informal Debriefing

When the contract is completed, an informal debriefing may be performed at the discretion of the project director. If performed, the scope of the debriefing will be limited to the work performed by the consultant.

3.10 - Contract Personnel

Any change of the project team members named in the proposal must be approved in advance and in writing by the project manager. Personnel changes that are not approved by FEDC may be grounds for FEDC to terminate the contract.

3.11 - Inspection & Modification – Reimbursement for Unacceptable Deliverables

The consultant is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the project director. FEDC may employ all reasonable means to ensure that the work is progressing, and being performed in compliance with the contract. Should the project manager determine that corrections or modifications are necessary in order to accomplish its intent the project manager may direct the contractor to make such changes.

Substantial failure of the consultant to perform the contract may cause FEDC to terminate the contract. In this event, FEDC may require the consultant to reimburse monies paid (based on the identification portion of unacceptable work received) and may seek associated damages.

3.12 - Termination of Default

If the project manager determines that the contractor has refused to perform the work or has failed to perform the work with such diligence as to ensure its timely and accurate completion, FEDC may, by providing written notice to the contractor, terminate the contractor's right to proceed with part or all of the remaining work.

3.13 - Contract Changes – Unanticipated Amendments

During the course of this contract, the consultant may be required or requested to perform additional work. That work will be within the general scope of the initial contract. When additional work is required or requested, the project manager will provide the consultant a written description of the additional work and request the consultant to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments.

3.14 - Contract Invalidation

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

Section Four - Background Information

4.01 - Background information

Alaska Wood Energy Development Task Group (AWEDTG) solicited “Statements of Interest” to explore the feasibility of community heating projects that would displace fossil fuels through direct combustion of wood (logs, chunks, chips, bark, sawdust, pellets etc.) for heating applications in schools, other public facilities/buildings, and buildings owned and operated by not-for-profit organizations, federally recognized tribes, ANCSA corporations, commercial enterprises, and for-profit entities. The goal is to identify cost-effective heating projects that will displace fossil fuels with wood and/or wood residues.

AWEDTG has selected community projects from the submitted statements of interest projects to be considered for preliminary feasibility studies. These communities are outlined in section one (1) part 1.05.

Section Five - Scope of Work

5.01 - Scope of Work

The Fairbanks Economic Development Corporation and Alaska Wood Energy Development Task Group (AWEDTG) are soliciting proposals from interested contractors, consultants and qualified firms. The successful contractor will be required to meet monthly via teleconference with FEDC to provide updates, progress reports, and a quick briefing.

For the preliminary feasibility study and final report to be considered complete it must reference all sections in the scope of work as presented in section five (5) parts 5.01 and 5.02. FEDC and AWEDTG strongly encourage the successful offeror to reference previously completed preliminary feasibility reports and to follow similar layout and formatting. Example reports can be found at:

<http://www.akenergyauthority.org/biomasswoodenergygrants.html>

1) Initial Facility Review & Preliminary Site Investigation:

1. Complete the AWEDTG Field Data Sheet for each facility. The Field Data Sheet can be found in section nine, or at:

http://www.investfairbanks.com/sites/default/files/documents/AWEDTG_FieldDataSheet.pdf

Information sources include the AWEDTG Statement of Interest, direct conversations with the applicant, and field data collection.

2. Document existing issues related to the heating system.
3. Preliminary Site Investigation to include the following:
 - a) Available space (within existing structures or space for newly constructed building)
 - b) Street access and space available for fuel storage and deliveries
 - c) Any building or site constraints (i.e. topography, permitting, historical preservation, etc.)
 - d) Investigate the current heating system to determine steps to integrate a biomass system and estimate proper size of biomass heating system to meet needs of facility
 - e) Formulate options for installing a biomass energy system. This may include generating an assessment of one or more options and/or scenarios for different types of technologies, wood fuels, and/or financial scenarios.

2) Community Meeting

Consultants are to conduct a meeting with relevant stakeholders while at the site to discuss how wood energy works, the specific building/project being addressed, and to answer questions.

3) Preliminary Cost Estimating

Provide *preliminary* cost estimates for installing a biomass energy system on site. Also state assumptions used for the estimates. Total project cost estimates will include, at minimum, a cost breakdown of:

- a) Design and engineering
- b) Fees and permitting
- c) Mechanical integration to existing or new HVAC system including thermal storage
- d) Biomass energy unit (boiler or furnace package)
- e) Structure to house biomass energy unit, conveyance and fuel storage (as needed)
- f) Emission controls (if required)
- g) Other equipment, materials, and construction costs
- h) Contingency allowance

4) Economic Analysis

20 year life Benefit/Cost Ratio analysis that incorporates, at a minimum:

- a) Baseline data on existing heating system (i.e. fossil fuel costs/unit, average annual fuel usage, average annual heating costs)
- b) Projected volume of wood fuel required to meet heat demand. AWEDTG will provide conversions to assure consistency in the reports.
- c) Estimated wood fuel cost per unit and annually
- d) Total project cost
- e) Non-fuel O&M estimates
- f) Projected savings, cash flow analysis, simple payback, and B/C ratio.
- g) For public schools, provide a life cycle cost analysis that meets the requirements of the Department of Education and Early Development. The handbook can be found at:
<http://www.eed.state.ak.us/facilities/publications/lccahandbook1999.pdf>

A life cycle costs analysis spreadsheet can be found at:
<http://www.investfairbanks.com/resources/documents/report/ak-dept-ed-and-early-dev-life-cycle-cost-analysis-worksheet>

5.02 - Deliverables

The consultant will be required to provide the following deliverables:

1) Final Report

The final report will be separated into two sections. One section will cover site specific analysis including technical, economic, and fuel availability/forest conditions. The second section will consist of general biomass educational information. It is imperative that the report is written in such a way that it can be read and understood by laypeople.

The report will include:

- a) Executive summary of the preliminary assessment
- b) Site features and opportunities and obstacles identified
- c) Various technology or installation options assessed, if more than one
- d) General perspectives of the assessment results, project viability, and recommended next steps
- e) Financial analyses of all assessed options in easy-to-understand spreadsheet formats
- f) Forest resource and fuel availability assessments
- g) Findings summarized in the attached format (attach summary file)
- h) General biomass technology information (same for every report)
- i) Attach any forest stewardship plans if available

6) Reviewed Final Report Submitted to both facility and FEDC/AWEDTG

AWEDTG will review final reports and submit requested modifications or edits within two weeks of the offeror's final report submission to FEDC. Offeror must address and revise any items noted by AWEDTG and submit an updated Final Report.

The reviewed and revised final report will be submitted to both the facility and FEDC/AWEDTG. The consultant will provide one hard copy and one electronic copy as PDF to the facility, and one electronic copy to FEDC. The consultant may be asked to make a joint presentation to facility staff and AWEDTG.

7) Teleconference with facility and AWEDTG representative

After the final report has been finalized and sent to the community, the consultant will hold a teleconference with the community to answer any questions on the study. This teleconference will be conducted with an AWEDTG representative in attendance as well.

Section Six - Proposal Format and Content

6.01 - Final Report Format and Content

FEDC requests that all contractors follow the format set out in this RFP and provide all information requested.

There is no page limit to this proposal.

The proposal must include:

- Complete name and mailing address of the firm
- Telephone number of the contact person for the proposal
- Signature by individual authorized to bind the offeror to its provisions
- Alaska business license number
- A statement confirming that the proposal is valid for 30 days from the closing date of the receipt of proposals
- A statement with regards to any perceived conflicts of interest

The proposal may be corrected, modified, or withdrawn before the time and date set for submission of proposals.

Proposals must address all items reflected below. Proposals not meeting these criteria may be considered non-responsive.

6.02 - Introduction

Proposals must include the complete name and address of offeror's firm and the name, mailing address, and telephone number of the person FEDC should contact regarding the proposal.

Proposals must confirm that the offeror will comply with all provisions in this RFP; and, if applicable, provide notice that the firm qualifies as an Alaskan bidder. Proposals must be signed by a company officer empowered to bind the company. An offeror's failure to include these items in the proposals may cause the proposal to be determined to be non-responsive and the proposal may be rejected.

6.03 - Understanding of the project

Offerors must provide comprehensive narrative statements and/or examples of past accomplishments that illustrate their understanding of the requirements of the project and the project schedule.

6.04 - Methodology Used for the project

Offerors must provide comprehensive narrative statements that set out the methodology they intend to employ and illustrate how the methodology will serve to accomplish the work and meet FEDC's project schedule.

6.05 - Experience and Qualifications

Offerors must provide an organizational chart specific to the personnel assigned to accomplish the work called for in this RFP, illustrate the lines of authority, and designate the individual responsible and accountable for the completion of each component and deliverable of the RFP.

Offerors must provide a narrative description of the organization of the project team and a personnel roster that identifies each person who will actually work on the contract and provide the following information about each person listed:

- (a) Title,
- (b) Resume
- (c) Location(s) where work will be performed. Offerors must provide reference names and phone numbers for similar projects the offeror's firm has completed. Offerors should also detail any formal biomass-specific training.

6.07 - Cost Proposal

Cost proposals from the offeror must include a detailed breakdown of the costs of work necessary to complete each task outlined in the scope of work for each cluster being considered by the offeror. If offerors wish to bid on multiple clusters, they must provide a detailed breakdown for each individual cluster.

6.08 – Sample of previous study

Each offeror must provide a sample of a previous study completed by the offeror.

Section Seven - Evaluation Criteria and Contractor Selection

All proposals will be reviewed by FEDC to determine if they are responsive. They will then be evaluated by the AWEDTG selection committee using the criterion that is set out in section seven.

An evaluation may not be based on discrimination due to race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror. The total number of points used to score this contract is 100.

Attachments shall be keyed to each criterion and assembled in the order listed herein so that the criterion to which information or data applies shall be plainly evident at the top of each page. Material not so identified or assembled may be discarded without evaluation.

Information shall not include generalized promotional material, resumes, statement of experience, qualifications, or capabilities, or other material which is not germane to the proposed agreement.

Each criterion has an assigned weight (whole numbers between 1 and 100) which will be used to establish the relative importance of each criterion. If a weight is "0", the criterion is not applicable to this RFP and will not be considered for evaluation.

"Rating" blocks are for Evaluation Team or FEDC use only. Ratings will be whole numbers 1 to 10, with 10 being best.

7.01 - Restatement of Services Required

WEIGHT 5 RATING

Attach a restatement of the proposed agreement which outlines its objectives and scope as perceived. Do not repeat the Scope of Work, but elaborate on the tasks, conditions, or other specifics deemed significant and necessary to demonstrate a complete understanding of the technical and substantive issues to be addressed.

7.02 - Methodology and Management

WEIGHT 15 RATING _____

Attach a description of your approach to performing the proposed agreement. Include a detailed description of services to be provided and constraints (procedures, time, money, personnel, equipment, etc.) to be offered. Describe the manner in which the analysis/analyses will be prepared, intended data sources, assumptions, methodology, and expected margin of error for any estimated results. Attach a management plan which describes the organization and management processes of your firm and a specific outline of the structure and responsibilities of the proposed project staff. The plan should answer the questions: Who will have overall responsibility for the project? Who will be assigned to specific portions of the project? Discuss how this project fits into the current and future commitments of your firm.

7.03 - Proposed Staff, Qualifications and Experience

WEIGHT 15 RATING _____

Information provided should address two areas:

- a. Proposed key personnel who would have major responsibilities for performance of the services required.
- b. Individual's function, and Alaska Registration Number, if an architect, engineer, or land surveyor. List any special certificates and/or training germane to the discipline of submittal.

Include information concerning the qualifications and experience of each individual listed. Each should be described in terms of his or her educational, managerial and substantive experience relevant to the proposed agreement, position in the firm, relevant biomass-specific experience, and relevant projects that she/he has worked on and the extent of responsibilities, substantive and/or administrative.

7.04 - Qualifications and Experience of Firm

WEIGHT 15 RATING _____

Include information which demonstrates that the proposed firm(s) have adequate qualifications and experience to provide the services required. Project summaries should be brief, emphasizing their relevance to the proposed agreement. They should identify a contact person, giving name, telephone number, and address as well as describing the products, services, dates involved, and costs of the projects. If the firm is a corporation, it also must be registered in Alaska for the discipline listed.

7.05 - Special Qualifications

WEIGHT 5 RATING

Attach a narrative discussion and/or materials which show reasons why the firm submitting this proposal is especially qualified to undertake the agreement. Information provided would include, but not be limited to, such data as specialized training, specialized equipment available, any awards or recognition received by a firm or individuals for similar services and special approaches or concepts developed by the firm(s) relevant to the required services, including if possible, services involving the evaluation of biomass energy systems. Information provided in response to this criterion shall be supplementary to that attached for specific response to other criteria.

7.06 - Project Work Plan/Contract Cost

WEIGHT 40 RATING

Based on the overall project parameters provided under the scope of work contained within this RFP, present a work plan for the project. This work plan should describe, in some detail, the offeror's approach to the project. That should include a proposed project timeline, conceptual approach to the overall project, and specific approaches and estimated cost requirements that will be used to generate results for each of the items in the scope of work.

Overall, a minimum of 40% of the total evaluation points will be assigned to cost. The cost amount used may be affected by one or more of the preferences referenced under Section 2.11.

Converting Cost to Points

The lowest cost proposal will receive the maximum number of points allocated to cost. Point allocation for cost on the other proposals will be determined through the method set out in Section 2.10.

7.07 - Alaskan Offeror's Preference

WEIGHT 5 RATING

If an offeror qualifies for the Alaskan Bidder Preference, the offeror will receive an Alaska Offeror's Preference. The preference will be five (5) percent of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.

Section Eight - Breakdown of Payments

8.01 - Initial Facility Reviews, Preliminary Site Investigation, & Community Meeting:

30% of total payment received upon completion of task

- a) Complete the AWEDTG Field Data Sheet for each facility
- b) Document existing issues related to the heating system
- c) Conduct informational meeting while in the community if feasible
- d) Preliminary Site Investigation to include the following (Use Field Data Sheet):
 - i) Available space (within existing structures or space for newly constructed building)
 - ii) Street access and space available for fuel storage and deliveries
 - iii) Any building or site constraints (i.e. topography, permitting, historical preservation, etc.)

- iv) Investigate the current heating system to determine steps to integrate a biomass system and estimate proper size of biomass heating system to meet needs of facility
- v) Formulate options for installing a biomass energy system. This may include generating an assessment of one or more options and/or scenarios for different types of technologies, wood fuels, and/or financial scenarios.

Consultants are to conduct a meeting with relevant stakeholders while at the site to discuss how wood energy works, the specific project and/or building addressed in the study, and to answer questions.

8.02 – Final Report:

30% of total payment received upon completion of task

Final report will be separated into two sections. One section will cover site specific analysis including technical, economic, and fuel availability/forest conditions. The second section will consist of general biomass educational information.

The report will include:

- a) Executive summary of the preliminary assessment
- b) Site features and opportunities and obstacles identified
- c) Various technology or installation options assessed, if more than one
- d) General perspectives of the assessment results, project viability, and recommended next steps
- e) Financial analyses of all assessed options in easy-to-understand spreadsheet formats
- f) Forest resource and fuel availability assessments
- g) Findings summarized in the attached format (attach summary file)
- h) General biomass technology information (same for every report)
- i) Attach any forest stewardship plans if available

8.03- Reviewed Final Report Submitted to both facility and FEDC/AWEDTG & Teleconference conducted:

40% of total payment received upon completion of task

AWEDTG will review final reports and submit requested modifications or edits within one week of the offeror's final report submission to FEDC. Offeror must address and revise any items noted by AWEDTG and submit an updated Final Report.

The review and revised final report will be submitted to both the facility and FEDC/AWEDTG. The consultant will provide one hard copy and one electronic copy as PDF to both entities. The consultant may be asked to make a joint presentation to facility staff and AWEDTG.

After the final report has been finalized and sent to the community, the consultant will hold a teleconference with the community to answer any questions on the study. This teleconference will be conducted with an AWEDTG representative in attendance as well.

Section Nine - Attachments

9.01 – [Field Data Sheet](#)