



Alaska Energy Authority

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 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: Rural Commercial Building Energy Audits		Contracting Agency:	
RFP #: 18016		Alaska Energy Authority (AEA) 813 West Northern Lights Blvd. Anchorage, Alaska 99503	
Project Site (City, Village, etc.) Various, Alaska			
Agency Contact: Betsy McGregor, Environmental Manager		Phone: 907.771.3957	Email: bmcgregor@aidea.org
Estimated Amount of Proposed Contract: <input type="checkbox"/> less than \$25,000 <input type="checkbox"/> \$25,000 to \$50,000 <input checked="" type="checkbox"/> \$50,000 to \$100,000			

REQUIRED SERVICES: are described in the enclosure consisting of five pages, dated January 30, 2018
 OR: are described as follows:

This Contract has a Not-to-Exceed amount of \$75,000.00

Minimum Qualifications:

All audits, reports, plans, specification, estimates and similar work products provided by the Contractor shall be prepared by or under the supervision of the Registered Alaskan Professional Engineer (PE) with at least two years' experience conducting building energy audits, or a Certified Energy Auditor (CEA) or Certified Energy Manager (CEM) as certified by the Association of Energy Engineers (AEE) or Land Surveyor in responsible charge for the services. These Engineers, CEAs, or CEMs, or Land Surveyors shall be currently registered in the State of Alaska (PE) or have current certifications with the AEE (CEA, CEM) and they shall sign, seal and certify as to the accuracy of each final work product for which they are responsible.

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: February 2018 End: May 2018

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. *	<u>Direct Costs of Direct Labor</u> (DCDL). Provide a table with the following columns (Names required only for key staff and persons "in-responsible-charge"):					
	<u>Job Classification</u>	<u>Name</u>	<u>Total Hours</u>	<u>Rate (\$/hr) *</u>	<u>Estimated Cost (\$)</u>	<u>Total DCDL \$</u> _____
2. *	<u>Indirect Costs</u> (IDC).			IDC Rate: _____%		Total IDC \$ _____
3.	<u>Subcontracts</u> . List each, the amount for each and attach an estimate in this format for each.					Total Subcontracts \$ _____
4.	<u>Expenses</u> . (Equipment, transportation, food and lodging, reproduction, etc. - if not included in Indirect Costs.) Amounts shall be based on actual cost to the Offeror, without any profit or other markup. Provide a table with the following columns:					
	<u>Item</u>	<u>Quantity</u>	<u>Cost (\$/Unit)</u>	<u>Estimated Cost (\$)</u>		<u>Total Expenses \$</u> _____
5. *	<u>Total Estimated Cost</u> . Sum of DCDL + IDC + Subcontracts + Expenses.					Total Cost \$ _____
6. *	<u>Proposed Fee</u> . List a proposed amount (not a percentage) for profit.					Fee \$ _____
7.	<u>Total Estimated Price</u> . Sum of Total Estimated Cost plus Proposed Fee.					Total Price \$ _____
* Sole proprietorships and small firms that do not maintain an accounting system that separately identifies costs for "payroll" benefits and overhead, for routine allocation of such costs to jobs, may omit items 2, 5, & 6 if the Rates (\$/hr) in Item 1 are proposed as Billing Rates (DCDL + IDC + FEE). Firms that routinely allocate Indirect Costs to projects may not use Billing Rates for this estimate.						

SUBMITTAL DEADLINE AND LOCATION

DATE: **February 8, 2018**

PREVAILING TIME: 3:00pm

FAX #1: 907.771.3044

OR Email #2: rwooten@aidea.org

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

Alaska Energy Authority
813 West Northern Lights Blvd
Anchorage Alaska, 99503

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) Demonstrated comprehension of required services and proposed strategy for performance.
- 2) Relevant experience and credentials of proposed personnel including any subcontractors.
- 3) Reasonableness of proposed schedule for performance.
- 4) Price Estimate (**if** required with proposal).
- 5) Other (specify): None

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

END OF PART A

Attachment A

Scope of Work

Introduction

The Alaska Energy Authority (Authority) is administering a commercial building energy audit (CBEA) program with funds from the USDA Rural Energy for America Program (REAP). The purpose of the CBEA program is to improve the energy efficiency of private business building infrastructure in areas of the state defined as rural by USDA – all parts of the state outside of the Municipality of Anchorage.

The Authority is seeking qualified energy auditors to complete American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Level I energy audits of as many as 40 eligible buildings, depending on the building size and location. In addition to the typical major systems assessments common in commercial energy audits, auditors under this program shall examine and report on other often overlooked energy efficiency opportunities.

Beyond these minimum requirements, building owners may work with the energy auditor to focus more attention on certain systems of interest and/or to request a more comprehensive ASHRAE Level II audit. Any costs associated with work beyond the ASHRAE Level I audit are beyond the scope of this RFP and the auditor is responsible to make arrangements for payment with the building owner for such work. It is the building owner's responsibility to provide records, information and building access to the energy auditor for purposes of conducting the audit.

Compensation

The Authority will pay auditors for an ASHRAE Level I energy audit, as detailed in the table below. The building owners must pay the Authority 25 percent of the total audit cost prior to the on-site audit and no later than March 15, 2018. The Authority will pay the energy auditor directly for the full cost of the audit.

If the building owner elects to receive an ASHRAE Level II energy audit from the certified energy auditor selected by the Authority to conduct the ASHRAE Level I audit, the owner must pay the auditor directly for the difference in cost between the Level I and Level II audits.

ASHRAE Level I Audit Cost and Subsidy Table

Square feet of Building	25% paid to Authority by building owner	75% subsidy paid by the Authority	Total Audit Cost paid to Auditor
Up to 3,000 sf	\$150	\$450	\$600
3,001 - 6,000 sf	\$225	\$675	\$900
6,001 - 10,000 sf	\$300	\$900	\$1,200
10,001 - 20,000 sf	\$400	\$1,200	\$1,600
Greater than 20,000 sf	\$525	\$1,575	\$2,100

Travel Cost

The Authority will pay for travel costs for auditors travelling more than 50 miles by car or to a community which is not road connected.

Prioritization of services

The Authority issued two rounds of solicitation for applications from eligible building owners. The first round has closed and the second round is open until February 15, 2018. Audits shall be performed in the communities of Round 1 grantees first. Audits shall be completed for Round 2 grantees within the Round 1 communities during the first site visit. Round 1 communities are indicated in the table below.

USDA Rural Commercial Building Energy Audit Round 1 Grantees

Location of Building	Square Footage	Auditor's Fee
Bethel	3,480	\$900
Bethel	5,120	\$900
Bethel	7,000	\$1,200
Fairbanks	7,996	\$1,200
Homer	2,800	\$600
Naknek	1,311	\$600
Naknek	5,382	\$900
Palmer	9,000	\$1,200
Palmer	19,716	\$1,600
Seward	2,208	\$600
Soldotna	3,100	\$900
Talkeetna	4,206	\$900
Talkeetna	38,000	\$2,100
Wasilla	17,000	\$1,600

Prioritization of services while on site

Auditors may have the opportunity to perform additional work while on site. That work must be completed in the following order of priority:

1. ASHRAE Level I audits performed through the CBEA program (Round 1 and Round 2)
2. Adding ASHRAE Level II audit components to Level I audits performed through the CBEA program
3. Conducting Level 1 audits of additional buildings identified on-site in the community, provided they meet program eligibility requirements (privately-owned commercial building) and funding is available

Round 1 Solicitation Communities

Elements of the Energy Audit

The energy audit shall meet ASHRAE Level I commercial energy audit standards as well as the USDA Rural Energy for America Program criteria (<https://www.rd.usda.gov/programs-services/rural-energy-america-program-renewable-energy-systems-energy-efficiency>) and contain the elements described below.

1. Energy Audit Report

The auditor shall prepare an energy audit report for each building using the Authority's report template. The report shall be provided to the building owner and to the Authority within 30 days of completing the audit.

The energy audit report shall document current energy use including benchmark Energy Use Index (EUI), identification of capital improvements that will reduce energy consumption, and recommended low-cost and no-cost energy efficiency measures (EEM) and energy conservation measures (ECM). The energy audit shall be equivalent to an ASHRAE Level I audit or better, meaning that the report will list specific low-cost and no-cost EEMs, ECMs, operational adjustments and occupant behavioral changes and the cost effectiveness of each, as well as identification of potential capital improvements and high level estimates of the cost effectiveness of each along with a recommendation of additional audit and analysis. The audit will also include energy use benchmarking using past years' energy utility data to compare the building's energy use against itself and against similar buildings.

The report shall provide sufficient detail for building owners to implement low-cost and no-cost improvements as well as guidance about prioritizing higher cost, more in-depth energy efficiency retrofits. Specifically, the report shall include the following:

a. Energy Use History

Documentation of energy use history for at least two years prior to the audit date, and preferably more, as provided by the building owner.

b. Audit and Documentation of all Major Building Systems

- i. Heating system, ventilation system, and/or air conditioning
- ii. Lighting (indoor and outdoor; equipment and controls; lighting level and distribution; and an assessment of after-hours lighting)
- iii. Electrical equipment (motors, pumps, equipment, plug loads, appliances)
- iv. Specialized equipment (walk-in freezers, kitchen equipment, fan hoods, compressed air systems, etc.)
- v. Domestic water heating
- vi. Building envelope

vii. Energy conservation: Employee or building user behavior

c. Energy Efficiency Opportunities

i. After-Hours

Auditors shall obtain information about the building's usage during hours of operation and during after-hours to determine whether energy savings opportunities exist after hours.

ii. Energy Conservation

Auditors shall learn about the human factors of energy use in the building and prescribe energy conservation measures. Auditors are encouraged to provide hands-on training/education to building users in conjunction with the building's contact and/or energy team.

iii. Plug Loads

Auditors shall record energy use patterns of relatively smaller plug loads such as computers, printers, coffee makers, vending machines, domestic refrigerators, electronics, etc., and prescribe EEMs or ECMs to reduce their energy usage.

2. Energy Audit Report Summary Form

The auditor shall prepare an energy audit report form using the Authority's report template. The energy audit report summary consists of a spreadsheet format summary which includes sections for building information, utility bill history, and a summary of recommendations. The summary of recommendations section contains one row for every energy efficiency measure recommendation, including estimated implementation cost, energy savings, cost savings, simple payback, and similar information to inform the building owner's decision-making process regarding implementation. The recommendations shall be numbered and tie back to the energy audit report. Auditors shall complete this worksheet and provide it to the building owner and the Authority with the energy audit report.

3. Photographs

The auditor shall provide photographs of each building. Photographs shall be included in the audit report, with at least one exterior photograph of the building. Photographs used in the report shall also be submitted as separate electronic files in their highest resolution form. The auditor shall submit a photolog indicating the date, location and description of each photograph.

4. Other Supporting Materials

The auditor shall submit to the Authority and building owner any materials used to support the energy audit findings such as data log files, and spreadsheets of all calculations.

5. AKWarm-C file

The auditor shall complete an AKWarm-C file. AKWarm is a free software used by energy raters to determine the energy efficiency of Alaska homes, based on its heating and air handling systems, building envelope and foundation. It can be downloaded at

<https://www.ahfc.us/efficiency/tools/akwarm-energy-rating-software/>. The AKWarm-C file contains general building information and characteristics, recommended energy efficiency improvements and the modelled estimated savings in energy and cost associated with those measures. The auditor shall upload the completed AKWarm-C file directly to the Alaska Retrofit Information System (ARIS) and submit it to the Authority with the energy audit report.

Time Line

The ASHRAE Level I energy audits shall be completed February 15, 2017 through April 15, 2018. All elements of the energy audit reporting described above shall be submitted within 30 days of each audit.



SMALL PROCUREMENT DOCUMENTS PART B - PROPOSAL FORM

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

Project Title: Rural Commercial Building Energy Audits
RFP No.: 18016

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