



# 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

NOTE: State Small Procurement Limit is \$200,000; FHWA/FAA/FTA Small Procurement Limit is \$150,000.

### 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 January 2018 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 on our website at the following link: <http://www.dot.state.ak.us/procurement>. 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 (Certificate of Compliance).

Project Title: Bradley Lake Hydroelectric Project- BPMC Financial Special Purpose financial statement Audit of BPMC Operating Revenue and Funds Services		Contracting Agency: Alaska Energy Authority 813 West Northern Lights Anchorage, AK 99503	
Project Number(s): 24028		RFP No. 24028	
Project Site (City, Village, etc.)			
Agency Contact: Pamela Ellis		Phone: 907-771-3981	Email: PELLis@akenergyauthority.org
Estimated Amount of Proposed Contract:			
<input type="checkbox"/> less than \$50,000		<input type="checkbox"/> \$50,000 to \$100,000	
<input checked="" type="checkbox"/> \$100,000 to \$150,000		<input type="checkbox"/> \$150,000 to \$200,000	
Funding Source (check all that apply): <input checked="" type="checkbox"/> State <input type="checkbox"/> FHWA <input type="checkbox"/> FAA <input type="checkbox"/> FTA <input type="checkbox"/> Other:			
<p>REQUIRED SERVICES: <input checked="" type="checkbox"/> are described in the enclosure consisting of 2 pages. OR: <input type="checkbox"/> are described as follows:</p> <p><b>Note to Proposers:</b> Any proposer listing as a member of their team a current public officer or a former public officer who has left State service within the past two (2) years must submit a sworn statement from that individual that the Alaska Executive Branch Ethics Act does not prohibit his or her participation in this project. If a proposer fails to submit a required statement, the proposal may be deemed nonresponsive or nonresponsible, and rejected, depending upon the materiality of the individual's proposed position.</p> <p>If required, submit the attached Former Employee's Certification of Eligibility (Form 25A270). The page limit noted below does not include this form.</p> <p><b>Note:</b> 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.</p>			
PERIOD OF PERFORMANCE: Begin: September 2023		End: December 31, 2023 with the option to renew for (2) two additional (1) one-year option periods. Total of (3) three years possible.	

### 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 sent by fax or electronically as indicated on page 2, 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.

<b>PRICE ESTIMATE FORMAT</b> (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>	<b>Total DCDL \$ _____</b>
2. *	<u>Indirect Costs</u> (IDC).			<b>IDC Rate: ____%</b>		<b>Total IDC \$ _____</b>
3.	<u>Subcontracts</u> . List each, the amount for each and <b>attach an estimate in this format for each.</b>					<b>Total Subcontracts \$ _____</b>
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>		<b>Total Expenses \$ _____</b>
5. *	<u>Total Estimated Cost</u> . Sum of DCDL + IDC + Subcontracts + Expenses.					<b>Total Cost \$ _____</b>
6. *	<u>Proposed Fee</u> . List a proposed <b>amount</b> (not a percentage) for profit.					<b>Fee \$ _____</b>
7.	<u>Total Estimated Price</u> . Sum of Total Estimated Cost plus Proposed Fee.					<b>Total Price \$ _____</b>
* 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). <b>Firms that routinely allocate Indirect Costs to projects may not use Billing Rates for this estimate.</b>						

<b>SUBMITTAL DEADLINE AND LOCATION</b>	
DATE: <b>August 30, 2023</b>	PREVAILING TIME: <b>2:00PM</b> FAX OR EMAIL: <b>aeaprocurement@akenergyauthority.org</b>
Hand deliver proposal directly to following location, and person, if named; <b>or</b> email to address above:	
Alaska Energy Authority Attn: Selwin C. Ray 813 West Northern Lights Anchorage, AK 99503	When submitting proposals, please make sure to identify the project title and the IRFP number on the outer envelope of the submittal package
Late proposals will not be considered. <b>Offerors</b> are responsible to assure timely delivery and receipt and <b>are encouraged to respond at least four business hours prior to the above deadline.</b> 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. For hand delivered proposals, confirmation of receipt by telephone or other means four hours or less prior to deadline will <b>not</b> be provided. (An out-of-town/state Offeror may also 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):

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

END OF PART A

**24028 IRFP  
BRADLEY LAKE PROJECT FINANCIAL AUDIT SERVICES**

**Background Information**

The Authority's primary mission is to reduce the cost of Energy in Alaska.

After being created by the Alaska Legislature in 1976, the Alaska Energy Authority (Authority) worked throughout the 1980s to develop the state's energy resources as a key element in diversifying Alaska's economy. A number of large-scale projects were constructed.

After additional legislation in 1993 and 1999, Authority's primary role was to own existing hydroelectric projects and the Alaska Intertie. Although AEA's role has since expanded programmatically, it still manages and provides oversight to state-owned energy assets.

The Alaska Energy Authority (AEA) owns Bradley Lake Hydroelectric Project (Project) which was completed in 1991. The project is located at the northeast end of Kachemak Bay about 27 miles from Homer, Alaska. The Project is the largest hydroelectric facility in the state of Alaska with a nominal rating of 120 MW. Facilities include a concrete faced rockfill dam 125 feet in height and 600 feet in length, three and a half mile long power tunnel, powerhouse, barge dock, permanent housing, airstrip, 20 miles of transmission lines and three small diversion systems. An annual average of 380,000 MWh of energy are generated by two 60 MW Pelton wheel units. Each unit has six needle valves that direct the flow of water on the runner.

The Bradley Project Management Committee (BPMC) was formed in 1988 with representatives from each of the power purchasers and Alaska Energy Authority. The BPMC is responsible for the management, operation, maintenance, and improvement of the project, subject to the non-delegable duties of the Alaska Energy Authority. The members of the Committee are AEA and the purchasers of power from the Project - Chugach Electric Association, Inc. (CEA); Golden Valley Electric Association, Inc. (GVEA); the City of Seward (Seward Electric System); Homer Electric Association, Inc. (HEA); and Matanuska Electric Association, Inc. (MEA).

The BPMC approves Project operations and maintenance arrangements, the annual budget, the undertaking of capital repairs and replacements, and required monthly utilities' contributions to fund related costs. HEA operates the project and CEA provides dispatch services under agreements with AEA entered into on behalf of the Committee. AEA maintains the financial records and is responsible for compliance with Federal Energy Regulatory Commission (FERC) and debt service requirements.

The utilities pay their monthly contributions directly to US Bank, the Project bond trustee. AEA pays Project costs as bills are received and then is reimbursed by the bond trustee. At the end of each fiscal year, the amount of surplus or deficit is determined (difference between actual cost and approved budget) and is reported in the audited, special-purpose report. The utilities receive refunds or make additional contributions depending on the results.

The project also has a Static Var Compensation (SVCs) system at Dave's Creek Substation. Maintenance of the SVCs and the associated breakers at Dave's Creek is by Chugach Electric Association (CEA).

### **Scope of Work**

The Contractor shall provide a special-purpose financial statement audit of the operating and revenue funds of the BPMC in accordance with the accounting requirements of the operating and revenue funds established under the Alaska Energy Authority Power Revenue Bond Resolution.

*Previous years reports can be viewed at [www.akenergyauthority.org](http://www.akenergyauthority.org), under "Owned Assets" - Bradley Lake Financial Statements*

### **Detailed Scope of work:**

Contractor shall:

- Perform audit services and issue special-purpose financial statement audit reports of the Bradley Lake Hydroelectric Project operating and revenue funds

Deliverables:

- Audit report – Seven copies & electronic version

Schedule:

- Audit fieldwork to be completed the first week of November of each year
- Final audit report to be issued the first week of December of each year

Term of Contract:

Initial contract will be for a one-year term, with an option to renew for 2 additional one-year periods beginning with the fiscal year ending June 30, 2023.

# SMALL PROCUREMENT DOCUMENTS PART B - PROPOSAL FORM

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

Project Title: Bradley Lake Hydroelectric Project- BPMC Financial Special Purpose financial statement Audit of BPMC Operating Revenue and Funds Services  
RFP No.: 24028

### 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, Land Surveying and/or Landscape Architecture with their Alaska

registration number). Include a brief – about one paragraph – statement for each person named that describes **experience directly related** to the service(s) they will perform. Proposed subcontracts, if any, shall be explained. Resources; e.g., support personnel, facilities, equipment, 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.

this requirement may cause the state to reject the proposal as non-responsive, or cancel the contract.

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:

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 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 (90) days.

- [ ] Certification of Compliance (Alaska Licenses and Registrations, and Certifications).
- [ ] Insurance, including Workers' Compensation, Comprehensive or Commercial General Liability, and Comprehensive Automobile Liability.
- [ ] Professional Liability Insurance as follows:
  - As available.
  - Minimum of \$300,000.
  - Minimum of \$500,000.
- [ ] Certification for Federal-Aid Contracts Exceeding \$100,000 (DOT&PF Form 25A262 Appendix A, General Conditions)

\_\_\_\_\_  
Signature **and Date**

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

Federal Tax Identification No. .... :

Type of Firm (Check one of the following):

- Individual  Partnership
- Corporation in state of.....:
- Other (specify) .....

For Small Procurements over \$50,000, by signature on this form, the Offeror certifies that all services provided under this contract by the Contractor and all Subcontractors shall be performed in the United States. If the offeror cannot certify that all work is being performed in the United States, the Offeror must contact the Contracts Officer to request a waiver at least 24 hours prior to proposal deadline. The Offeror must provide with their submission a detailed description of the portion of work being performed outside the United States, where, by whom, and the reason the waiver is necessary. Failure to comply with

END OF PART B

**ALASKA INDUSTRIAL DEVELOPMENT AND EXPORT AUTHORITY  
AND ALASKA ENERGY AUTHORITY**

**CERTIFICATION OF CONTRACTOR AND LOWER-TIER PARTICIPANTS  
REGARDING DEBARMENT, SUSPENSION, AND OTHER INELIGIBILITY AND  
VOLUNTARY EXCLUSION**

Contractor

*PLEASE INSERT YOUR COMPANY'S NAME AND ADDRESS IN THIS BOX*

I, \_\_\_\_\_ hereby certify on behalf  
(Name and title of official)

of \_\_\_\_\_ that:  
(Name of contractor)

- (1) The prospective contractor and lower tier participant certifies, by submission of this bid or proposal, that neither it nor its "principals" [as defined at 49 C.F.R. § 29.105(p)] is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. In the event, your company or any principals become ineligible from participating in federally funded transactions, you are required to notify us immediately.
- (2) When the prospective contractor and lower tier participant is unable to certify to the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By:

\_\_\_\_\_  
(Signature of authorized official)

\_\_\_\_\_  
(Title of authorized official)