



Alaska Energy Authority (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 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).

Table with project details: Project Title: Air Quality Compliance Consulting Services, Project Number(s): N/A, RFP #: 16-005, Contracting Agency: Alaska Energy Authority, 813 West Northern Lights, Anchorage, AK 99503, Agency Contact: David Lockard, Project Manager, Phone: (907) 771-3062, Fax: (907) 771-3044, Estimated Amount of Proposed Contract: [X] less than \$50,000, [] \$50,000 to \$100,000, [] \$100,000 to \$150,000, [] \$150,000 to \$200,000

REQUIRED SERVICES: [X] are described in the enclosure consisting of two (2) pages, dated 10/29/2015

REQUIREMENTS FOR PROPOSING:

Offerors interested in responding to this request must meet the following minimum requirements. Except as noted, the Offerors may meet these requirements through the use of qualified individuals of the Offeror or subcontractors.

- Demonstrated experience in EPA and DEC regulatory analysis and permitting related to the operation of diesel gensets (size range 50kW-1.5MW), including NSPS and RICE-NESHAP regulations
• Demonstrated familiarity with the types of diesel gensets used in rural Alaska
• Demonstrated familiarity with Alaska's energy infrastructure and unique characteristics

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 December 2015 End: December 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. *	Direct Costs of Direct Labor (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>	Total DCDL \$ _____
2. *	Indirect Costs (IDC).				IDC Rate: _____%	Total IDC \$ _____
3.	Subcontracts. List each, the amount for each and attach an estimate in this format for each.					Total Subcontracts \$ _____
4.	Expenses. (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>		Total Expenses \$ _____
5. *	Total Estimated Cost. Sum of DCDL + IDC + Subcontracts + Expenses.					Total Cost \$ _____
6. *	Proposed Fee. List a proposed amount (not a percentage) for profit.					Fee \$ _____
7.	Total Estimated Price. 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: November 12, 2015	PREVAILING TIME: 3:00 PM	FAX: (907) 771-3044
		OR Email: RWOOTEN@AIDEA.ORG
Hand deliver proposal directly to following location, and person, if named; or Fax to a number above:		
Alaska Energy Authority Attn: Rich Wooten 813 West Northern Lights Anchorage, AK 99503	<u><i>When submitting proposals, please make sure to identify the project title and the RFP number on the outer envelope of the submittal package</i></u>	
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
- 4) Price Estimate (*if* required with proposal).
- 5) Other (specify): Quality of Proposal

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

END OF PART A

Proposed Scope of Work

The contract resulting from this RFP is intended to provide valuable research, analysis, deliverables, and recommendations regarding the environmental regulations governing the procurement, installation, operation and regulatory compliance of new, used and re-manufactured diesel generator sets in Alaska. These regulations may include but are not limited to EPA's RICE NESHAP and NSPS regulations as well as the Alaska DEC's air permitting regulations. Interpretation and Clarification services will be, at times, need to be provided on an on-call basis. At times the request may need to be accelerated.

The Contractor shall provide:

1. Interpretation and clarification of New Source Performance Standards (NSPS) regulations governing the specification and use of new diesel engines for rural powerhouses (Tier 4 final)
2. Review and documentation of reliability and efficiency of available Tier 4 engines
3. Interpretation and clarification of regulations governing use of "new" diesel engines manufactured prior to model year 2014 for rural powerhouses
4. Interpretation and clarification of regulations governing the use of used/remanufactured engines for rural powerhouses
5. Assistance with proposing and negotiating an alignment of the inconsistent EPA definitions of rural Alaska in RICE-NESHAP and NSPS – see references, below
6. Researching and writing future requests for EPA regulatory relief, similar to previous AEA and DEC efforts to secure relief for rural Alaska under RICE-NESHAP and NSPS regulations.
7. Interpretation and clarification of EPA and DEC requirements for air quality permitting for rural Alaska powerhouses, and assistance with related correspondence and permit applications.
8. Creation of a flowchart or similar decision-making tool for Alaska electric utilities to use in deciding the appropriate specifications to use when replacing reciprocating diesel genset equipment in order to comply with EPA regulations and satisfy the utility's need for efficient and reliable power generation.

Deliverables:

Correspondence, white papers, and regulatory analysis related to the services described above.

10/29/2015

Schedule:

The approximate contract schedule is as follows:

12/15/15	Notice of intent to award
12/20/15	Contract award

Contract Term:

The initial term of this contract is for one year. The Authority reserves the right to negotiate and add two additional years. Cost will be renegotiated for each year added, if the option is exercised.

Current Data Sources

- AEA 2012 Powerhouse survey (Attached to advertisement)
- AEA Power Cost Equalization Program (<http://www.akenergyauthority.org/Programs/PCE>)



SMALL PROCUREMENT DOCUMENTS PART B - PROPOSAL FORM

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

Project Title: Air Quality Compliance Consulting Services
RFP No.: 16-005

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