



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 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 (2017 Pre-Design Bulk Fuel Facility Assessments), Project Number(s) (N/A), RFP # (17073), Project Site (Various Rural Alaska Communities), Contracting Agency (Alaska Energy Authority), Agency Contact (David Lockard), and Estimated Amount of Proposed Contract (Less than \$200,000).

REQUIRED SERVICES: [X] are described in the attachment consisting of four pages, dated 5/23/2017

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.

PERIOD OF PERFORMANCE: Begin: June 2017 End: September 2017

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.

### PRICE ESTIMATE FORMAT

GROUP A COMMUNITIES PRICE ESTIMATE SHALL INCLUDE THE FOLLOWING COMMUNITIES:

- Goodnews Bay
- Marshall
- Scammon Bay
- Shageluk

Group A Total Price \$ \_\_\_\_\_

GROUP B COMMUNITIES PRICE ESTIMATE SHALL INCLUDE THE FOLLOWING COMMUNITIES:

- Birch Creek
- Ekwok
- Minto
- Shungnak

Group B Total Price \$ \_\_\_\_\_

Total Price. (Sum of Group A Communities and Group B Communities.)

Total Price \$ \_\_\_\_\_

### SUBMITTAL DEADLINE AND LOCATION

DATE: **June 8, 2017**

PREVAILING TIME: **2:00 PM**

FAX: **(907) 771-3044**

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

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

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

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

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

### BASIS OF SELECTION

This solicitation does not guarantee that a contract will be awarded. All proposals may be summarily rejected. The Authority reserves the right to award to a contract to more than one proposer. If the Authority decides to award a multiple contracts, the Authority will award a contract for Group A communities and a contract for Group B communities. Our intent, however, is to select the Contractor(s) based on the following criteria:

- 1) Project Understanding and Commitment
- 2) Personnel & Firm Qualifications, Experience
- 3) Price Estimate
- 4) Schedule
- 5) Other (specify): N/A

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

END OF PART A

# 2017 Pre-Design Bulk Fuel Facility Assessments

## Scope of Work

### Attachment 1

#### Overview

The Alaska Energy Authority (AEA) is soliciting consulting services at the request of the Denali Commission to perform site visits and bulk fuel tank farm inspections in the villages of Birch Creek, Ekwok, Goodnews Bay, Marshall, Minto, Scammon Bay, Shageluk, and Shungnak. The final deliverable of this effort will be pre-design bulk fuel facility assessments describing the options for improving bulk fuel facilities in these communities in cost-effective ways with the limited funding available. The letter reports will include Rough Order of Magnitude cost estimates and other information to be used by the Denali Commission and its partners to allocate future state and federal funding for bulk fuel projects.

These communities have been on AEA's bulk fuel upgrade priority list for many years without receiving comprehensive bulk fuel upgrades. These communities receive fuel deliveries by barge, truck and/or air and are accessible by scheduled air service from Fairbanks or Anchorage, with the exception of Minto which is accessible by road from Fairbanks.

#### Scope of Services

Contractor shall review the 2015 AEA Bulk Fuel Assessment Report and any other relevant community information for the communities awarded and write an assessment using the Table of Contents (attached) as a guideline. The focus of the report shall be on improving tank farm conditions, extending the life of the facility, and reducing risk of spills while avoiding the expense of a new bulk fuel tank farm facility if feasible. Existing tanks shall be re-used if repair and/or painting as needed is likely to result in a 10+ year remaining useable life.

Contractor shall contact owners and/or operators of the bulk fuel facilities to schedule site visits. A site visit to each community shall be performed. Contractor shall notify AEA Project Manager of schedule as soon as travel is confirmed.

2015 AEA Bulk Fuel Assessment Reports may be viewed on the following ftp site.

<ftp://ftp.aidea.org/Bulk%20Fuel/2015%20Bulk%20Fuel%20Inventory/Bulk%20Fuel%20Inventory%20Reports-%20Final/>. Although this file contains reports for many communities, only the communities listed are part of this scope. Other files are available for reference only.

Time is of the essence in providing the letter report recommendations and cost estimates to the Denali Commission and its partners because the funding decisions must be made on a schedule driven by funding availability. Therefore, the delivery deadlines are mandatory.

#### Deliverables

- Draft Pre-Design Bulk Fuel Facility Assessments
- Final Pre-Design Bulk Fuel Facility Assessments

#### Schedule

- 8/17/16 Meeting with AEA PM to review progress and address issues
- 8/23/16 Draft Pre-Design Bulk Fuel Facility Assessments due
- 8/29/16 Final Pre-Design Bulk Fuel Facility Assessments due

## Tank Farms Included in This Solicitation

- Western Group
  - Goodnews Bay
    - TF1: Goodnews Bay School
    - TF2: City of Goodnews Bay
    - TF3: AVEC Power Plant
    - TF5: Mumtram Pikkai, Fuel Retailer
    - TF7: ANTHC Water Treatment Plant
  - Marshall
    - TF1: Marshall School
    - TF2: Maserculiq Inc., BF Storage and Fuel Station
    - TF3: City of Marshall, Water Treatment Plant Fuel Storage
    - TF4: AVEC Power Plant
  - Scammon Bay
    - TF1: Askinuk Corp. Retail Sales
    - TF5: AVEC
    - TF7: LYSD Scammon Bay School
    - TF8: City of Scammon Bay, Water Treatment Plant
    - TF9: City of Scammon Bay, Office
  - Shageluk
    - TF1: AVEC Power Plant
    - TF2: Zho-Tse Inc.
    - TF3: Iditarod Area School District
    - TF4: City of Shageluk
- The Rest:
  - Birch Creek
    - TF2: Birch Creek Tribe, Power Plant
    - TF4: Birch Creek Tribe, Airstrip Fuel Storage
  - Ekwok
    - TF1: Ekwok School, SWRSD
    - TF3: City of Ekwok, Retail Sales
    - TF4: AVEC
  - Minto
    - TF1: AVEC Tank Farm
    - TF2: Minto School, YKSD
    - TF3: Minto North Fork Store, Retail Sales
  - Shungnak
    - TF1: City of Shungnak
    - TF2: AVEC
    - TF3: Native Village of Shungnak, Native Store
    - TF4: NWABSD- Shungnak School
    - TF5: NWABSD- Shungnak School

Historical BFU Costs with  
Chart and Trend Line

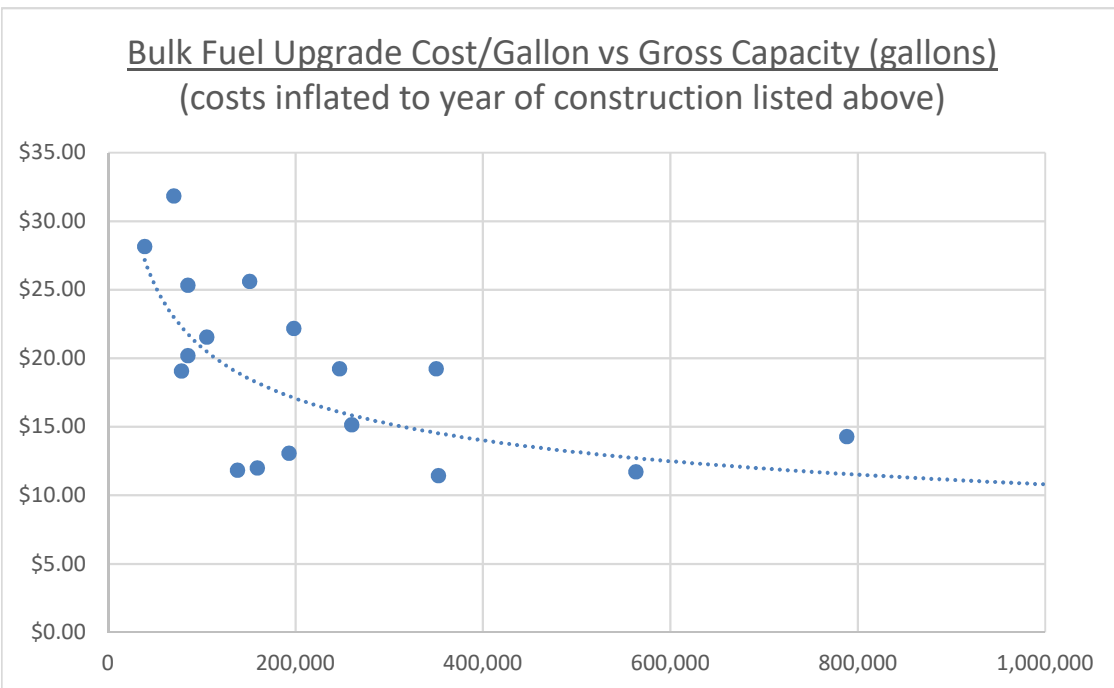
**Historical BFU Costs, Chart, and Trend Line**

Input variables

year of construction      2019  
Construction inflation rate      3%

Community	Construction complete	Actual cost (\$)	Gross Capacity (gal)	Cost per gallon	Inflation multiplier	Gross Capacity (gal)	Inflated Cost per gallon
Nanwalek	2005	\$777,086	39,000	\$19.93	1.41	39,000	\$28.15
Tenakee Springs	2006	\$1,616,380	70,000	\$23.09	1.38	70,000	\$31.83
Seldovia	2007	\$2,996,453	352,500	\$8.50	1.34	352,500	\$11.43
Unalakleet	2007	\$9,961,170	1,442,000	\$6.91	1.34	1,442,000	\$9.29
Pelican	2008	\$1,640,000	85,000	\$19.29	1.31	85,000	\$25.32
Ruby	2009	\$3,709,255	247,000	\$15.02	1.28	247,000	\$19.22
Levelock	2010	\$1,307,217	138,000	\$9.47	1.25	138,000	\$11.83
Twin Hills	2011	\$1,220,000	78,000	\$15.64	1.22	78,000	\$19.06
Gustavus	2011	\$1,564,220	159,000	\$9.84	1.22	159,000	\$11.99
Hoonah	2011	\$3,230,158	260,000	\$12.42	1.22	260,000	\$15.14
Bettles	2012	\$1,443,000	85,000	\$16.98	1.19	85,000	\$20.18
Koliganek	2012	\$2,120,000	193,000	\$10.98	1.19	193,000	\$13.06
Alakanuk	2012	\$5,660,000	350,000	\$16.17	1.19	350,000	\$19.22
Perryville	2014	\$2,000,000	105,000	\$19.05	1.13	105,000	\$21.55
Nunam Iqua	2014	\$3,880,000	198,000	\$19.60	1.13	198,000	\$22.17
Stebbins	2014	\$9,951,067	788,000	\$12.63	1.13	788,000	\$14.29
Emmonak	2015	\$5,978,855	563,000	\$10.62	1.10	563,000	\$11.72
Shishmaref	2016	\$3,591,306	151,000	\$23.78	1.08	151,000	\$25.61

average	\$15.00	\$18.39
median	\$15.33	\$19.14
minimum	\$6.91	\$9.29
maximum	\$23.78	\$32



# AEA Letter Report Table of Contents

1. Executive Summary
  - a. Situation and Needs
  - b. Recommendations
2. Community overview
  - a. Location and access
  - b. History and culture
  - c. Environmental conditions
    - i. Flood hazards
    - ii. Erosion hazards
    - iii. Potential climate change impacts over 10 years
  - d. Local points of contact
  - e. Site visits & Community involvement
  - f. Local labor skills
  - g. Local construction equipment
3. Existing tank farms
  - a. Reference 2015 AEA Bulk Fuel Assessment Report. Provide update/corrections if relevant.
  - b. Retail sales
  - c. Pipelines and barge header systems
  - d. Owners, addresses, contacts
  - e. Summary of relevant references in ADEC contaminated sites database
  - f. Fuel transfer capabilities (trucks, trailers, etc.)
  - g. Historical fuel use
  - h. Anticipated change in fuel use & 10 year forecast
  - i. Method(s) & frequency of fuel delivery
4. Fuel storage improvement alternatives for each bulk fuel facility:
  - a. Option A: No action. Describe impacts and risks.
  - b. Option B: repair existing facilities and equipment as needed
    - i. Tank repair and painting
    - ii. Secondary containment repair/replacement
    - iii. Fuel pipe and header repair/replacement
    - iv. Appurtenances repair/replacement- valves, filters, pumps, etc.
    - v. Electrical repair replacement
    - vi. Training and maintenance improvement recommendations
    - vii. Cost estimate
  - c. Option C: new code compliant tank farm
    - i. Description
    - ii. Participants
    - iii. Potential sites
    - iv. Preliminary cost estimate range based on historical data
  - d. Recommendations
5. **Appendices:**
  - a. Schematic drawings and/or community site plan if available
  - b. Correspondence/phone notes/meeting notes
  - c. photographs



# SMALL PROCUREMENT DOCUMENTS PART B - PROPOSAL FORM

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

Project Title: 2017 Pre-Design Bulk Fuel Facility Assessments  
RFP No.: 17073

### 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