

**Owners Representative
Request for Proposals
For the
Walter Northway School
Wood Chip Heating System**

Alaska Gateway School District



March 8, 2022

Submit complete proposals not later than 4:pm March 19th, 2022

to

Alaska Gateway School District Offices

Debbie Sparks, AGSD Administrative Secretary

dsparks@agsd.us

or

Mile 1313.5 Alaska Highway, Tok, Alaska 99780

Alaska Gateway School District is seeking proposals from qualified individuals and companies to provide the services of an Owner's Representative on a biomass heating project to be installed at Walter Northway School in Northway Alaska, in accordance with the parameters of the project as approved and funded by the Alaska Energy Authority. To review a copy of the project or make enquiries, please call (907)883-5151 or email (smacmanus@agsd.us) Scott MacManus, AGSD Superintendent.

Expedited SCHEDULE OF EVENTS

- | | |
|---------------------------------------|-------------------------------|
| • Owners Rep RFP distribution | March 9 th , 2022 |
| • Submission of Proposals | March 19 th , 2022 |
| • Target Date for Review of Proposals | March 22 nd , 2022 |
| • Anticipated intent to award | March 23 rd 2022 |
| • Contract in Place for work to begin | March 24 th , 2022 |

DETAILED RESPONSE REQUIREMENTS

The following sections outline the format and components for the Proposal response. Following this section is more detailed information on the project background, scope of work, deliverables, and criteria for evaluating proposals and selecting a contractor.

SCOPE OF WORK

Summarize your understanding of the scope of the project Include the approach, procedures, and technical expertise for the tasks identified below

DELIVERABLES

Each task should include a summary description of each major type of work being requested and reflect each of the tasks listed below:

- Submission of Quarterly Progress Reports to the Alaska Energy Authority
- Development project RFP and equipment specifications based on engineering
- Distribution of Project RFP
- Development of Selection rubrics
- Review of project design
- Review proposals, including:
 - Equipment Specifications
 - Resulting operations costs
 - proposed timelines, and
 - Proposed budget
- Onsite visits and inspections
- Regular communications/meetings with Owners and Contractors
- Review of change orders
- Review of commissioning
- Submit Quarterly Progress Reports to the Alaska Energy Authority

ITEMIZED PRICING

Include a fee breakdown by project tasks and pricing. Identify anticipated amount of travel and cost per trip. The contractor will be paid based on task milestones, no more than monthly.

Selection Criteria:

Any award to be made pursuant to this RFP will be based upon consideration given to operational, technical, and cost requirements. Evaluation of proposals will be based upon the responsiveness to the RFP and on the total price quoted for all items covered by the RFP. A scoring rubric is shown at the end of this RFP.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Vendor or Vendors:

1. Completion of all required responses.
2. The extent to which Vendor's proposed solution fulfills the stated requirements as set out in this RFP.
3. An assessment of the Vendor's ability to deliver the indicated service in accordance with the specifications set out in this RFP.
4. The Vendor's stability, experiences, and record of past performance in delivering such services.
5. Availability of sufficient high quality Vendor personnel with the required skills and experience for the specific approach proposed
6. Overall cost of Vendor's proposal.

Include the following:**APPENDIX: REFERENCES**

Provide three current references for which you have performed similar work.

APPENDIX: LICENSES, INSURANCE AND BONDING

The Proposal must include:

- Valid Alaska Business license number,
- Valid Alaska Professional Licensing information
- Status as an Alaskan Bidder (Offeror),
- If selected, the contractor will provide the carrier's name and policy number for Comprehensive or General Liability, Worker's Compensation, Comprehensive Automobile Liability, and Professional Liability.
- Employer (Tax) Identification Number or Social Security Number.

APPENDIX: PROJECT TEAM STAFFING

Provide: 1) resume(s) of the staff and 2) description of relevant work history.

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The District may, at their discretion and without explanation to the prospective Vendors, at any time, choose to discontinue this RFP without obligation to such prospective Vendors. The District also reserves the right to select the proposal and contractor that provides the best value for the project.

SELECTION SCORING RUBRIC:

- Completeness of Proposal (10 points)
- Demonstrated successful Project Management experience (25 points)
- Demonstrated successful Experience with Biomass heating systems (25 points)
- Cost (40 points)

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Proposals should be submitted electronically in a single PDF

Email proposals to Debbie Sparks at dsparks@agsd.us

Emails shall be titled Owners Rep RFP for Walter Northway School Wood Chip Heating System Project