

RFP ANNOUNCEMENT

NORTHWEST ARCTIC BOROUGH
P.O. Box 1110
Kotzebue, AK 99752

REQUEST FOR PROPOSALS RFP NO. 16-48

**For installation and integration of a grid-connected Solar-PV array in
the community of Noorvik.**

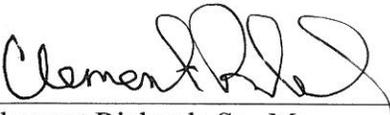
SECTION I – ANNOUNCEMENT

This is a request for proposals for the award of a contract for engineering, installation, and integration of a 25Kw Solar-PV array near Noorvik, Alaska. The award of this contract, at the discretion of the Borough, and on the recommendation of the Energy Manager, will go to the proposer meeting all the specified qualifications and judged to offer the best combination of price and performance based on the enumerated Selection Criteria.

Proposals must be received by the Northwest Arctic Borough by the Borough Clerk, P.O. Box 1110 or at the Borough office located at 163 Lagoon Street, Kotzebue, Alaska 99752 by 4:30 p.m., local time, June 12, 2016. The proposals will be opened publicly at 9:00 am on June 13, 2016 or as soon thereafter as practicable. **Proposals received after the time established for receiving proposals will not be considered. FACSIMILE PROPOSALS ARE NOT ACCEPTABLE.**

RFP documents may be obtained from the office of the Northwest Arctic Borough Clerk either by mail or in person at the Borough offices in Kotzebue, Alaska, or by calling (907) 442-2500 or toll free: (800) 478-1110. Questions about this RFP should be directed to Ingemar Mathiasson, Energy Manager, in person or by mail at the Borough offices or by phone at (269) 816-2992/toll free: (877) 306-3749. Email communication is also permitted after initial contact by telephone or mail.

NORTHWEST ARCTIC BOROUGH



Clement Richards Sr., Mayor

SECTION II - INSTRUCTIONS TO PROPOSERS

PROPOSAL PREPARATION

Proposal Format: Proposals must be typewritten or prepared in ink and must be attached to the form provided in Section IV of the Request for Proposals. Proposals must also include a completed “Local Bidder Certificate” found at Section V of the RFP. No oral, telephone, or facsimile proposals will be accepted.

Conformance to Proposal Requirements: Proposals must conform to the requirements of the Request for Proposals. All necessary attachments (residency statement, references, descriptive literature, etc.) must be submitted with the proposal. Proposal prices must be stated as indicated in the proposal. Failure to comply with all requirements may result in proposal rejection.

Exceptions: Any deviation from proposal specifications, terms, and conditions may result in proposal rejection.

Time of Completion: Contractor must be able to complete installation and integration of the Solar-PV-Array before September 30, 2016. The contract will terminate on or before December 31, 2016.

Signature on Proposal: An authorized representative of the proposer must sign proposals in ink. Signature on a proposal certifies that the proposal is made without collusion with any person, firm, or corporation making a proposal for the same goods and/or services, and is in all respects fair and without collusion or fraud. Signature on a proposal also certifies that the proposer has read and fully understands all proposal specifications, terms, and conditions.

Proposal Modification: Modifications or deletions made before submitting a proposal must be initialed in ink by the person signing the proposal. Proposals, once submitted, may be modified in writing before the time and date set for proposal closing. Any modifications shall be prepared on the proposer’s letterhead, signed by an authorized representative, and state that the new document supersedes or modifies the prior proposal. Modifications must be submitted in a sealed envelope clearly marked “Proposal Modification” and identifying the proposal number and closing date. Proposers may not modify proposals after proposal closing time.

Proposal Withdrawals: Proposals may be withdrawn in writing on proposer’s letterhead signed by an authorized representative and received by the Borough Clerk prior to proposal closing time. Proposals may also be withdrawn in person before proposal closing time upon presentation of appropriate identification.

Protest of Proposal Specifications: A proposer who believes proposal specifications are unnecessarily restrictive or limit competition may submit a protest, in writing, to the

Mayor. To be considered, protests must be received at least five (5) days before the proposal closing date. Envelopes containing protests should be marked as follows:

“Protest Proposal RFP No. 16-48, Closing Date: 06/12/16.”

Proposal Submission: Sealed proposals must be received and time-stamped by the Borough Clerk prior to proposal closing time. No proposal received after proposal closing time will be considered. To ensure proper identification and handling, all proposals must be submitted in a sealed envelope and clearly labeled “Solar-PV Noorvik RFP 16-48.” The Borough Clerk shall not be responsible for the proper identification and handling of any proposal not submitted in an envelope bearing the required proposal label.

Proposal Opening: Proposals will be opened at the scheduled opening time in the Northwest Arctic Borough Assembly Chambers (unless otherwise specified), 163 Lagoon Street, Kotzebue, Alaska 99752. Proposers may be present; however, award decisions will not be made at the opening.

Evaluation Criteria: A contract will be awarded by the Borough Assembly based upon the evaluation criteria set forth in the Request for Proposal and on the recommendations received from the Evaluation Committee, consisting of the Borough Mayor, Public Services Director, and Energy Manager.

Award: The contract will be awarded to the proposer who, in the discretion of the Borough, offers the best combination of price and performance, and meets all requirements of the specifications.

Proposal Rejection: The Borough reserves the right to reject any or all proposals.

Local Bidder Preference: “Local Bidders” are entitled to a 5% bid preference as described in NABC 6.16.470, but a contract under this RFP will not be awarded on the basis of cost alone.

Payment: Monthly invoices shall be submitted along with activity reports for payment. Proposals that require payment in less than 30 days after receipt of invoice or delivery of goods or services, whichever is later, may be rejected.

Proposal Results: Ordinarily, only a proposer who receives an award will be notified of proposal results; unsuccessful proposers will not be notified. Proposal files are public records and available for review at the Borough Clerk’s Office between 9:00 a.m. and 11:00 a.m. and 2:00 p.m. and 4:00 p.m. Monday through Friday.

Equal Opportunity: Proposals will receive fair and equitable consideration without regard to race, color, religion, sex, age, national origin, or handicap.

Contact: Direct questions regarding RFP requirements to:

- (1) Ingemar Mathiasson, Energy Manager, in person or by mail at the Borough offices or by phone at (269) 816-2992/toll free: (877) 306-3749.
- (2) Email communication is also permitted after initial contact by telephone or mail.

SECTION III – EVALUATION CRITERIA

This is a Request for Proposals to provide engineering and installation of a Solar PV-array for the Northwest Arctic Borough as further described in this Request for Proposals as outlined in SECTION VI, DETAILED SPECIFICATIONS.

INITIAL EVALUATION CRITERIA: The Assembly Evaluation Committee shall evaluate Proposals on the following criteria:

Minimum Criteria (no points)

1. 2 years in business
2. Current Alaska business license
3. Valid electrician license or access to electrician with valid license.
4. At least 3 references from clients in Alaska
5. Use of Davis-Bacon rates for all laborers performing work pursuant to the contract award

Criteria to be Scored and Weight

1. Price (35 points)
2. Prior experience performing similar work (35 points)
3. Proposed plan to use local hire for additional work (15 points)
4. Recommendation from references (15 points)

AWARD: Proposals must demonstrate ability to provide the “Scope of Services” and include all “Information Required” as described in Section VI of this RFP. The contract will be awarded in the discretion of the Borough Assembly to the proposer who is judged to offer the best combination of price and performance, and to have met all specified qualifications. The Borough fully reserves the right to exercise subjective judgment in ranking proposals.

SECTION IV - PROPOSAL SUBMISSION FORM

I, the undersigned, submit the following proposal to the Northwest Arctic Borough as further described in this Request for Proposals.

Proposer's Signature: _____

Proposer's Printed Name: _____

Company Name: _____

Address: _____

Phone: _____

Fax Number: _____

E-mail Address: _____

Business License Number: _____

Federal Tax ID Number: EIN _____

SECTION V – LOCAL BIDDER CERTIFICATE

“Local Bidder” Certification:

_____ Yes, I certify that I am a “local bidder.” The Northwest Arctic Borough Code (“NABC”) 6.16.470 describes the requirements to be considered a “local bidder.” Local bidders are eligible for a 5% preference in price consideration. Price consideration is not the sole criteria for awarding a contract under this RFP.

_____ No, I am not a “local bidder” as described in NABC 6.16.470.

SECTION VI - DETAILED SPECIFICATIONS

The following are **minimum** specifications.

1.0 Scope of Services:

The Northwest Arctic Borough, Alaska is requesting proposals for engineering, installation, and integration to the grid of a Solar-PV array. This RFP is limited to installation of a single array.

The Borough's Solar PV-array project is funded with a federal Coastal Impact Assistance Program (CIAP) Grant award, and all laborers performing work under the grant and pursuant to this contract award must adhere to the Davis-Bacon Act and applicable wage rates.

1.1 Specific work:

- Travel to Noorvik.
- Work together with the representatives of the following organizations during the stay in the Community and while performing the actual installation: City of Noorvik, Village of Noorvik, NAB, ANTHC, ARUC, and AVEC.
- Verify correct function of PV-Array after installation.
- Be willing to educate interested people in the community on the function and operation of the Array.
- Warrant the installation for a minimum of 1 year.

1.2 Details:

- This proposal is for a "fixed" array (non-tracking).
- The project has a suggested size of the PV-Array of max 30 Kw, as power generation above that level would lower efficiency of the local power generators.
- Mono-crystalline panels are suggested for the Array for highest efficiency per surface area.
- Each panel would have a "micro-inverter" with direct AC output for redundancy.
- The inverter(s) also needs to be able to report data through an internet connection.
- The best location of the Array has been identified as being near the airport at the southern end of Noorvik; however, other placement can be discussed.
- This is a "Direct Grid Connected" Solar-PV-Array, and needs to have all safety breakers and disconnects specified by the local utility AVEC. The size was chosen to fall within allowable co-generation for the utility.

2.0 Agreement Period

Work will be performed pursuant to a standard form Borough services contract (sample available from Borough Clerk) and will commence upon execution of the contract and shall terminate after installation of the Heat Pumps, unless terminated earlier for the convenience of the Borough or extended by mutual agreement of the parties. All work must be completed by September 30, 2016. The contract will terminate no later than December 31, 2016.

3.0 Payment

Payment shall be made upon monthly invoices itemizing services rendered and reimbursable expenses.

4.0 Review and Selection Process

4.1 The Northwest Arctic Borough Evaluation Committee, including the Mayor, Public Works Director, and Energy Manager, will review all proposals and rank the proposers based on their written submission.

4.2 The Evaluation Committee will rank the proposals and submit its recommendation. The Borough will make the final selection and award the contract in its discretion and judgment.

4.4 The Borough may reject any proposal not in compliance with all prescribed public bidding procedures and requirements and may reject any or all proposals upon a finding that it is in the Borough's best interest to do so. The Borough also reserves the right to waive any informality in any proposal and to delete matters from proposals if not prohibited by law.

5.0 Information Required

The proposer shall submit the following:

5.1 Number of years in business.

5.2 References: A minimum of three (3) references. List contact name, address, phone number, fax number, and email address for each reference. *The Borough reserves the right to investigate the references and the past performance of any applicant with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, completion of prior projects on time, and other factors related to the work of this contract. The Borough shall not be limited to the references provided by the proposer.*

5.3 Cost Proposal: Fees and Costs: Show fees and costs itemized separately with a total "**Not to Exceed**" for combined fees and costs. State the supplies, travel, and other reimbursable costs, which may be associated with the duties and

obligations under this Request for Proposals. All costs must be identified to be reimbursed.

5.4 Licenses and Insurance: Include copies of business and electrician licenses.

5.5 Submissions: Applicants must submit one (1) clearly marked **“Original”** and three (3) copies of their proposal.

5.6 Additional Information: The Borough reserves the right to solicit additional information from applicants if the Borough deems such information is necessary during the evaluation process.