



Northwest Arctic Borough

SERVING THE COMMUNITIES OF:

Ambler Buckland Candle Deering Kivalina Kiana
Kobuk Kotzebue Noatak Noorvik Selawik Shungnak

REQUEST FOR PROPOSALS RFP NO. 15-07

SECTION I – ANNOUNCEMENT

The Northwest Arctic Borough (the “Borough”) is soliciting proposals for the award of a contract for the purchase and deployment of a Container-based Hydroponics System (CHS) to Kotzebue, AK. The purpose of the proposal is to deploy a single CHS to conduct analysis on the viability of CHS’s to address food security and nutritional needs in an Arctic environment while operating under the logistical constraints of rural Alaska. Successful implementation of CHS’s within the Borough would also have a net positive impact on the environment via a reduction in carbon emissions through a reduced reliance on the aerial importation of fresh foodstuffs. This goal honors the *Inupiat Ilitqusiak* value of Respect for Nature and the Borough’s mission of improving the quality of life for its residents.

The Borough Assembly shall approve the award of this contract based on the evaluation criteria identified in Section III of this Request for Proposals (RFP). Responses to this RFP will be used during the process to select and negotiate with a qualified firm (Offeror) to perform the work described in this RFP.

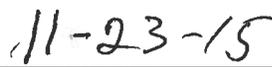
This RFP does not commit the Borough to enter into a contract, nor does it obligate the Borough to pay for any costs incurred in the preparation and submission of responses to this RFP for or in anticipation of any contract. The Borough reserves the right at its sole discretion: to make selections, to reject any or all submissions, to issue subsequent RFPs, to remedy technical errors in the RFP process, and to enter into a contract for all or some of the services described in this RFP. The Borough also reserves the right to negotiate with the responsible Offeror submitting the proposal with the highest overall score, in the event their price proposal exceeds the amount budgeted for this Contract.

Proposals must be delivered to the Borough’s Kotzebue office (163 Lagoon St., PO Box 1110, Kotzebue, AK 99752) in person or via mail by 4:15 PM, local time on Thursday, December 10, 2015. The proposals will be opened publicly shortly after the RFP deadline at the above location. **Proposals received after the time established for receiving proposals will not be considered. FACSIMILE AND EMAIL PROPOSALS WILL NOT BE ACCEPTED.**

The RFP package with a complete set of proposal documents is available by contacting Jack McCrary, the Borough’s Green Initiative grant administrator, at 907-636-5852 or jmccrary@nwabor.org. **The official plan holders list will be maintained by the Borough, all interested parties MUST contact Jack McCrary at 907-636-5852 to be added to the list for future communications and potential addenda.**

NORTHWEST ARCTIC BOROUGH


Clement Richards Sr., Mayor


Date

SECTION II - INSTRUCTIONS TO OFFERORS

PROPOSAL PREPARATION

Proposal Format: Proposals must be typewritten or prepared in ink. Submittals should include all of the following and adhere to the specified criteria:

Cover Letter	One page maximum
Narrative	8 pages maximums
Resumes	Two pages maximum (each)
References	One page maximum
Proposal Submission Form	One page maximum
Local Bidder Certificate	One page maximum
Alaska Business License	One page maximum (if applicable)
Insurance Certificate	

Conformance to Proposal Requirements: Proposals must conform to the requirements of the RFP. All necessary attachments specified above must be submitted with the proposal. Proposal prices must be stated as indicated in the proposal. Failure to comply with all requirements of the RFP may result in proposal rejection.

Time of Completion: The selected Offeror must be able to complete the deliverables of this contract by beginning work no later than February 1, 2016 and is to be completed by April 30, 2016 unless another date is agreed upon in writing.

Signature on Proposal: An authorized representative of the Offeror 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 Offeror 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 Offeror'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 identify the proposal number and closing date.

Proposal Withdrawals: Proposals may be withdrawn in writing on Offeror'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: An Offeror 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:

“Container-based Hydroponics System Protest, Proposal RFP No. 15-07, Closing Date: 12/10/15.”

Proposal Submission: To be considered, Offerors must deliver submittals to the address below, on or before the deadline, and in the number of copies indicated below. Hard copy sealed proposals must be designated as such on the outer envelope and must be received and time-stamped by the Borough prior to the proposal closing time. No proposal received after the proposal closing time will be considered. The Borough shall not be responsible for delays in mail service or the proper identification and handling of any proposal not submitted in an envelope bearing the required proposal label.

Deadline: Proposals will be accepted until December 10, 2015 at 4:15 PM (Kotzebue time).

Address Responses To: Northwest Arctic Borough, c/o Borough Clerk, 163 Lagoon St., PO Box 1110, Kotzebue, Alaska 99752

Mark Submittals as Follows: Container-based Hydroponics System, RFP 15-07

Required Number of Copies: One (1) clearly marked "Original" three (3) hard copies and 1 pdf copy on a CD.

Proposal Opening: Proposals will be opened after the RFP deadline, at 9:00AM on Friday, December 11, 2015 at the Borough's Kotzebue office (163 Lagoon St, Kotzebue, AK 99752). Offerors may be present; however, award decisions will not be made at the opening, and any proprietary information may be withheld from public inspection.

Evaluation Criteria: Proposals will be evaluated based on the evaluation criteria set forth in Section III of this RFP and on the recommendations received from the Evaluation Committee.

Proposal Negotiation: The Borough reserves the right to negotiate with the responsible Offeror submitting the proposal with the highest overall score, in the event their price proposal exceeds the amount budgeted for this Contract. Such negotiations, if the Borough elects to negotiate rather than to reject all proposals, shall be directly between the Borough and such Offeror. The Borough and such Offeror shall review the Contract Documents, and the Borough may provide such additional information as it deems appropriate to provide. Such Offeror then may be invited by the Borough to submit a revised price proposal. Offeror may elect not to submit a revised price proposal, and the Borough may reject any such revised price proposal.

Award: The contract will be awarded for purchase and deployment of a Container-based Hydroponics System based on the evaluation criteria and to the Offeror who, in the discretion of the Borough, offers the best combination of price and performance and meets all requirements of the specifications. At its discretion, the Borough may award contracts to more than one Offeror. Upon successful completion of the contract, the Borough may consider awarding subsequent projects to the selected contractor(s).

Protests: An Offeror may protest the result of this RFP in writing to the Mayor within (7) seven calendar days of the RFP opening. Any protests received after seven days will not be accepted. Oral protest will not be accepted. In order for a protest to be granted an Offeror must prove by preponderance of the evidence that their proposal was the lowest responsive, responsible proposal.

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 the Northwest Arctic Borough Code ("NABC") 6.16.470, but a contract under this RFP will not be awarded on the basis of cost alone. The NABC may be viewed online at <http://codepublishing.com/AK/NWArcticBorough/> .

Payment: Monthly invoices shall be submitted along with activity reports and itemized list of time and materials. 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: Results of the RFP will be made available to Proposers after the proposal opening by contacting the Borough. Also, 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. Any proprietary information included in proposals may be withheld from public inspection.

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

Proposal Costs: The Northwest Arctic Borough is not liable for any costs incurred by Offerors prior to the issuance and execution of a contract to the Contractor selected as a result of the RFP process. All proposal preparation and other costs in responding to this RFP shall be the sole responsibility of the Offerors.

Contact: For questions regarding this RFP or additional information regarding the project please contact:

Jack McCrary, Green Initiative Grant Administrator
Northwest Arctic Borough
163 Lagoon St., PO Box 1110, Kotzebue, AK 99752
907-636-5852 jmccrary@nwabor.org

Addenda: Questions received by the Borough by 4:30 PM November 24, 2015 will be answered via addenda. Questions may be submitted after that time but will not likely receive a response.

SECTION III – EVALUATION CRITERIA

This RFP is to purchase and deploy a Container-based Hydroponics System to Kotzebue, Alaska.

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

Minimum Criteria (no points)

1. One year in business
2. Current business license
3. At least three written references from client's who have procured CHS's for extreme environments with limited logistical access.
4. Professional Liability Insurance \$500,000. Workers' Compensation insurance as required by law, auto liability \$500,000, and comprehensive general liability insurance (\$500,000 bodily injury and property damage).

Criteria to be Scored and Weighted

1. Price (25 points)
2. Methodology and project approach (25 points)
3. Prior experience performing similar work (25 points)
4. Experience in regions of extreme temperature with limited logistical support (10 points)
5. Ease of retrofitting alternative energy solutions such as wind or solar to CHS (5 points)
6. Ease of concurrently growing multiple plant types within CHS (5 points)
7. Ease of future expansion of CHS into a higher capacity system (5 points)

AWARD: Proposals must demonstrate ability to provide services outlined in the "Scope of Services" and include all "Information Required" as described in Section VI of this RFP. If awarded, the contract will be awarded at the discretion of the Borough Assembly to the Offeror 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 provide a CHS as further described in this Request for Proposals.

Offeror's Signature: _____

Offeror's Printed Name: _____

Company Name: _____

Address: _____

Phone: _____

Fax Number: _____

E-mail Address: _____

Business License Number: _____

Federal Tax ID Number
(EIN): _____

DUNS Number: _____

Years in Business: _____

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.

Signature of Applicant

Date

SECTION VI - DETAILED SPECIFICATIONS

At this time, the scope of services includes the following minimum specifications. The scope of services will be finalized once the contractor(s) for the project is selected.

1.0 Scope of Services:

The Northwest Arctic Borough, Alaska is requesting proposals for the award of a contract to purchase and deploy a Container-based Hydroponics System in Kotzebue, Alaska. It is preferable that this project commence by February 1, 2016 to be completed by April 30, 2016.

1.1 Site Conditions:

Kotzebue, Alaska ([66°53'50"N 162°35'8"W](#)) is a coastal city in the Northwest Arctic Borough of Alaska. Kotzebue resides in a sub-Artic climate with extreme temperatures with a historical range of 85 to minus 58 degrees Fahrenheit. Kotzebue lies within the US Department of Energy/International Energy Conservation Code (IECC) Zone 8.

1.2 Container Insulation and Climate Control:

The CHS will be placed in an area of not only extreme temperatures but also extremely expensive energy costs. In order to score maximum points on Criteria #2 *Methodology and Project Approach*, proposals must address the CHS insulation and Climate Control in such a way as to minimize heating cost as well as provide for adequate cooling during the summer. Typical heating methods in the Borough include fuel oil stoves/monitors, electrical resistance (for small structures) and biomass stoves/boilers. **Proposals may not use Propane/Butane or LNG heaters for supplemental heating.**

1.3 Transportation:

Kotzebue is not connected to any state or federal highway system and during the span of this project, all personnel, equipment and supplies must be transported by air. The city's local airport (Ralph Wein Memorial) provides scheduled jet service for both passengers and cargo to Anchorage, Alaska. The airport also serves as a destination for chartered air services and is capable of handling aircraft as large as DC-6's, 737's and C-130/L-382's.

1.4 Shipment of the Container

If a bidder proposes importing a premade CHS from outside of the Kotzebue area, the bidder's proposal must include shipping to the Port of Anchorage in Anchorage, Alaska. The Borough will arrange transport of the container from Anchorage to Kotzebue.

1.5 Training of Operators

All proposals must include at least 15 hours of training in the operation and best practices associated with the CHS for two operators. Each proposal must clearly state whether the training will be conducted on-site in Kotzebue, Alaska or at another location determined by the bidder. If training is done off-site, the proposal must clearly articulate whether the Borough or the bidder is responsible for travel costs related to the training.

1.6 Training of Maintenance Personnel

Proposals must offer a CHS that is capable of being maintained by local semi-skilled labor. All proposals must include at least 7.5 hours of training in the maintenance of critical CHS systems for two maintenance personnel. This training may be included with the training listed in Specification 1.4 Training of Operators. Each proposal must clearly state whether the training will be conducted on-site in Kotzebue, Alaska or at another location determined by the bidder. If training is done off-site, the proposal must clearly articulate whether the Borough or the bidder is responsible for travel costs related to the training.

1.7 Identification and Inclusion of spares of critical items

The logistical constraints of rural Alaska make timely receipt of rush-shipped items difficult to impossible. Therefore, all proposals must identify critical systems within their CHS whose failure for a period of 7 days or less would result in crop loss. Typical examples of systems in these categories include controllers, sensors, peristaltic and main pumps. All proposals must also include at least one spare replacement part for each identified critical item.

1.8 On-going tech support

Proposals must include provisions for on-going technical support for a period of at least two years. Remote support via telephone or computer is preferred.

1.9 Arctic entries or other ancillary structures

Proposals must detail any Arctic entry or other ancillary structures required for the operation of the CHS. Proposals must also state whether the cost of the construction of such structures is including in the proposal or is the responsibility of the Borough. Local contractors estimate the cost of a simple commercial structure in the Kotzebue area to be approximately \$200-\$250 per square foot. If extensive pad/foundation development is required, the estimated cost for this work is \$100-\$150 per square foot.

2.0 Agreement Period

Work will be performed pursuant to a standard form Borough services contract and will commence upon execution of the contract and is expected to be completed by December 31, 2015.

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 consisting of the Borough Clerk, Director of Public Services, Director of Economic Development, Assistant to the Mayor,

and the Green Initiative Grant Administrator. The Borough reserves the right to modify the membership of the Evaluation Committee.

4.2 The Evaluation Committee will rank the proposals against the criteria in Section III of this RFP and submit its recommendation to the Assembly for execution of a contract. The proposals will be made available to the Assembly. The Assembly will award the contract in its discretion and judgment.

4.3 The Northwest Arctic Borough may reject any proposal not in compliance with all prescribed public bidding procedures and requirements in this RFP and may reject any or all proposals upon a finding of that it is in the Borough's 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

Offerors must submit one (1) clearly marked "Original" three (3) additional hard copies and one (1) PDF copy on a CD of their proposal. The Borough reserves the right to solicit additional information from applicants if the Borough deems such information is necessary during the evaluation process.

Responses to this RFP shall include the following components.

5.1 Name, mailing address, telephone, and email address.

5.2 Number of years in business indicated on the Proposal Submission Form and in the attached narrative.

5.3 Resumes of proposed personnel to be involved with this project including their education and experience related to the project, their location, and the name of the individual who would be the Borough's primary contact during the project.

5.4 Staff availability, considering the current and planned workload of the firm in the attached Narrative.

5.5 Specialized experience with similar projects in the attached Narrative.

5.6 Past record of performance on projects in extreme climates with limited logistical access in the attached Narrative.

5.7 Proposed project schedule with significant milestones identified in the attached Narrative.

5.8 Methodology for completing project tasks in the attached Narrative.

5.9 A minimum of three (3) references. List contact name, address, phone number, fax number, and E-mail 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 project. The Borough shall not be limited to the references provided by the Offeror.

7.10 Include copy of Alaska business license if applicable.

7.11 Include suitable proof of insurance as specified by Section III of this RFP.