



Northwest Arctic Borough

SERVING THE COMMUNITIES OF:

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

REQUEST FOR PROPOSALS

RFP NO. FY24-02

PROJECT: CLIMATE ACTION PLANS

SECTION I – ANNOUNCEMENT

The Northwest Arctic Borough is requesting proposals for the award of a service contract to develop Comprehensive Climate Action Plans (CCAPs) and Priority Climate Action Plans (PCAPs) on behalf of the Borough's Tribes. This Request for Proposals (RFP) details the overall scope of services desired, identifies specific qualifications, and desired skills. Responses to this RFP will be used to select and negotiate with a qualified contractor to provide the services described in this RFP. The Borough may issue separate RFPs for additional work. The Borough Assembly will approve the award of this contract based on the evaluation criteria identified in Section III of 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. 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.

Proposals must be received by the Northwest Arctic Borough Clerk, P.O. Box 1110, Kotzebue, Alaska 99752 or at the Borough office located at 163 Lagoon Street, Kotzebue, Alaska 99752, by 4:30 p.m., local time on Friday, January 19, 2024. The proposals will be opened publicly at 9:00 a.m. January 22, 2024, or as soon thereafter as practicable. **Proposals received after the deadline will not be considered. FACSIMILE PROPOSALS WILL NOT BE ACCEPTED.**

RFP documents may be obtained from the office of the Northwest Arctic Borough Clerk by mail, email, at www.nwabor.org, or in person at the Borough offices in Kotzebue, Alaska or by calling (907) 442-2500, ext. 105. Questions about this RFP should be directed to Ingemar Mathiasson, Energy Manager, at imathiasson@nwabor.org or (907) 445-5034.

NORTHWEST ARCTIC BOROUGH

Dickie Moto, Sr., Mayor

Date

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 RFP. Proposals must also include a completed “Local Bidder Certificate” found in Section V of the RFP. No oral, telephone, or facsimile proposals will be accepted. See Proposal Submission below.

Conformance to Proposal Requirements: Proposals must conform to the requirements of the RFP. All necessary attachments (residency statement, references, descriptive literature, etc.) must be submitted with the proposal. Cost proposals 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: Contractor must be able to achieve substantial completion by September 30, 2025. As a multi-year contract, the service agreement will terminate no later than December 31, 2025.

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 or PDF email clearly marked “Proposal Modification,” and identify the proposal number and closing date.

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 Northwest Arctic Borough Clerk. 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 FY24-02, Closing Date: 1/19/2024.”

Proposal Submission: Hard copy sealed proposals or PDF emails must be received and time-stamped by the Borough Clerk at the listed addresses below 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 or PDF email, clearly identified as “RFP FY24-02.” The Borough Clerk will not be responsible for the proper identification and handling of any proposal not submitted in an envelope bearing the required proposal label. Please be advised that the Borough email system rejects all emails exceeding 25mb in size.

Mail to:
Borough Clerk
Northwest Arctic Borough
P. O. Box 1110
Kotzebue, AK 99752

Or Email to:
satoruk@nwabor.org

Proposal Opening: Proposals will be opened at 9:00 a.m. on January 22, 2024, 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, 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.

Award: The contract will be awarded based on the evaluation criteria and 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. At its discretion, the Borough may award contracts to more than one proposer. Upon successful completion of the contract, the Borough may consider awarding subsequent projects to the selected contractor(s).

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

Local Bidder Preference: “Local Bidders” are entitled to a 5% cost 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.

Payment: Payment will be made following monthly invoicing. Proposals that require payment in less than 30 days after receipt of invoice or delivery of services, whichever is later, may be rejected.

Proposal Results: 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. - 11:00 a.m. and 2:00 p.m. - 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: Ingemar Mathiasson, Energy Manager, in person or by mail at the Borough offices or by phone at (907) 445-5034, or through email at imathiasson@nwabor.org.

SECTION III – EVALUATION CRITERIA

The Borough's Evaluation Committee will evaluate RFP responses. The Committee will consider how well the proposal meets the Borough's requirements as described in the RFP. It is important that the responses be clear and complete to ensure that the Committee can adequately understand all aspects of the proposal.

Primary Evaluation Criteria

1. Experience performing environmental consulting, climate change analysis, energy system analysis, and environmental consulting work.
2. Adherence to requirements of RFP.
3. Cost.

Minimum Criteria (no points)

1. One year in business.
2. Current Alaska business license.
3. At least 2 references from clients in Alaska.
4. Experience performing environmental consulting work, including energy systems, technical studies, and energy planning in rural Alaska (heating, electrical, transportation, etc.).

Criteria to be Scored and Weight

1. Contractor's experience performing similar work (25 points).
2. Service proposal and process (40 points).
3. Cost (35 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 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 for RFP FY24-02 as further described in this Request for Proposals.

Proposer's Signature: _____

Proposer's Printed Name: _____

Company Name: _____

Address: _____

Phone: _____

Fax Number: _____

Email 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

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 Background & Scope of Services

1.1 Background

Through a partnership with Tanana Chiefs Conference, NAB was awarded an EPA Climate Pollution Reduction Planning grant to assist Tribes within the Northwest Arctic Borough to develop Priority Climate Action Plans (PCAP) and Comprehensive Climate Action Plans (CCAP). The overall goal of the plans is to tackle the climate change crisis by identifying and reducing emissions that cause climate change. The plans will identify tribal greenhouse gases (GHG) emissions, improve understanding of tribal sources of GHG emissions, and develop ready measures to reduce GHG pollution.

Contractor must produce a PCAP on or before March 1, 2024, that includes a GHF inventory, quantitative GHG reduction measures, a benefits analysis, and a review of authority to implement activities.

Contractor must produce a CCAP that expands on PCAP information on or before September 30, 2025, that includes an overview of significant GHG sources/sinks and sectors within the Borough's lands, long-term GHG emission reduction goals, and regional strategies and measures to address the highest priority sectors.

Please see EPA Climate Pollution Reduction Grant's Notice of Funding Opportunity (<https://www.epa.gov/inflation-reduction-act/climate-pollution-reduction-grants>) to learn more about EPA's requirements of developing the plans.

Contractor will lead the effort and provide support for NAB staff and Tribes in the development of these plans.

1.2 Deliverables – Contractor will:

1. Facilitate a project kick-off meeting with NAB staff to discuss the project objectives, timelines, and outreach.
2. Work with NAB on initial planning and organization for the project to establish a work plan for project development and completion.
3. Develop the Quality Assurance Plan (QAPP) for both PCAP and CCAP.
4. Develop industry standard and custom forms for community outreach and data collection for the GHG inventory and provide training on how to conduct GHG inventory to NAB staff.
5. Work with NAB Staff in developing GHG inventory.
6. Develop GHG inventory.

7. Collect information regarding GHG inventory and other related activities for each community with potential reduction measures/projects. The inventory process and lists should be expandable and easily revisable.
8. Set up and participate in virtual meetings between NAB, Tribes, the State of Alaska, and other project stakeholders to develop PCAP and CCAP documents.
9. Research previously developed GHG reduction projects, evaluate projects for feasibility, identify potential climate pollutions reduction actions, prepare cost estimate of implementation, and authority to implement for the development of the PCAPs in an easily reviewable format with conclusions and recommendations.
10. Identify potential benefits from each identified project in PCAPs to include climate pollution benefits and financial benefits.
11. Compile, analyze, and develop draft report on the GHG Inventory, potential GHG reduction projects, identifying authority to implement for each project for final PCAP report. Tribal plans and written deliverables should be standardized to the maximum extent practicable for ease of review and future updating.
12. Complete draft PCAPs documents for NAB and Tribes to review.
13. Coordinate presentation needs with NAB to discuss CCAPs objectives.
14. Develop draft CCAP plans that will include expanded GHG inventory to include additional emission sectors, potential GHG reduction measures/projects, complete analysis and estimates of growth in future GHG emissions, set GHG reduction targets, and identify potential benefits and authority to implement measures/projects.
15. Develop a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis to address anticipated workforce assessment that will inform the feasibility of GHG reduction measures for CCAPs.
16. Develop federal funding list which will include funding programs available to Tribes for possible leverage to pursue objectives in the CCAPs.
17. Finalize CCAP and PCAP documents.
18. Provide hard and electronic copies of each plan developed to NAB and each tribe.
19. Prepare project closeout documents.

2.0 Agreement Period

Work will be performed pursuant to a standard form Borough professional services contract (sample available from Borough Clerk) and will commence as soon as possible and shall terminate no later than December 31, 2025, unless terminated earlier pursuant to the contract's terms.

3.0 Payment

Payment will be made upon monthly invoices itemizing services rendered and approved reimbursable expenses. The Borough will pay invoices submitted by the contractor on a time and materials basis as stipulated in the services agreement. Prior to payment, invoices will be reviewed to determine if billing is reflective of actual agreed-upon

project services and performance. Upon acceptance of the billing by the Borough Finance Department, the payment will be processed and submitted to the contractor.

4.0 Review and Selection Process

- 4.1 The Northwest Arctic Borough Evaluation Committee consists of the Borough Mayor, the Community and Economic Director, and Energy Manager. 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 approval and execution of a professional services agreement. The Assembly will award the contract in its sole 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 proposals upon a finding 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

For hard copy submissions, proposers must submit one (1) clearly marked "Original" and three (3) copies 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 or business name, mailing address, telephone number, and email address.
- 5.2 Number of years in business performing environmental consulting, energy system, and engineering work.
- 5.3 List of proposed personnel to be involved with this project, their education and/or experience related to the project, and the name of the individual who would be the Borough's primary contact.
- 5.4 Staff availability, considering the current and planned workload in order to perform the required services.
- 5.5 Specialized experience performing similar work.

- 5.6 Past record of performance regarding similar work.
- 5.7 Methodology.
- 5.8 A minimum of two references. List contact name, address, phone number, and email address for each reference. *The Borough reserves the right to investigate the references and 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 is not limited to the references provided by the proposer.*

