Northwest Arctic Borough

P.O. Box 1110 Kotzebue, Alaska 99752
(907) 442-2500 Fax (907) 442-2930
www.nwabor.org

REQUEST FOR PROPOSALS
RFP NO. 20-03 Shungnak-Kobuk Solar Array Installation

SECTION I – ANNOUNCEMENT

The Northwest Arctic Borough (Borough) requests proposals for the award of a contract for procurement, construction, installation, and system integration services for a solar array for a solar plant at the communities of Shungnak and Kobuk, not including the battery and microgrid procurement and installation. 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 the RFP. The Borough Assembly will approve the award of this contract based on the evaluation criteria identified in Section III of the RFP.

The 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 the RFP.

Proposals must be received by the Northwest Arctic Borough Clerk by 9:00 a.m., local time on Wednesday, March 4, 2020. Proposals should be delivered to the Borough as described in "Proposal Submissions" in Section II of the RFP. Proposals will be opened publicly at 11:00 a.m. on Thursday, March 5, 2020, 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 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. 104. Questions about the RFP may be directed to Ingemar Mathiasson, Energy Manager, at imathiasson@nwabor.org or (907) 445-2031.

NORTHWEST ARCTIC BOROUGH

Lucy S. Nelson, 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 Request for Proposals. Proposals must also include a completed "Local Bidder Certificate" found at Section IV of the RFP. No oral, telegraphic, 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 shall be able to complete the installation & integration of a Solar-PV-Array before December 31, 2020. Contract shall terminate on or before December 31, 2020 unless extended by mutual agreement.

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 erasures 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:

"Shungnak-Kobuk Solar Array Installation, Proposal RFP No. 20-03, Closing Date: 3/4/2020."

Proposal Submissions: 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 "Shungnak-Kobuk Solar Array Installation RFP 20-03 Response." 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, Economic Development Director, Energy Manager & Project Team.

Award: The contract will be awarded to the proposer who, in the discretion of the Assembly, 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.

Cash Discounts: Cash discounts will not be considered for award purposes unless

stated in the proposal documents.

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 (907)-445-2031/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 procurement 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 Evaluation Committee shall evaluate Proposals on the following criteria:

Minimum Criteria (no points)

1. At least 3 years in business
2. Significant, demonstrable experience with hybrid renewable-diesel power systems
3. Significant, demonstrable experience designing & installing Solar PV arrays in Alaska
4. Valid electrician license or access to electrician with valid license
5. At least 3 references from clients in Alaska
6. Use of Davis-Bacon rates for all laborers performing work pursuant to the contract award

Criteria to be Scored and Weight

1. Price (25 points)
2. Scope of Services (10 points)
3. Prior experience performing similar work (35 points)
4. Willingness to use local hire for additional work (15 points)
5. 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.

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SECTION IV - PROPOSAL SUBMISSION FORM

I, the undersigned, submit the following proposal for contract for procurement, construction, installation, and system integration services and related services 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): _____

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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. The following are **minimum** specifications.

1.0 Scope of Services:

The Northwest Arctic Borough, Alaska is requesting proposals for procurement, installation, integrating and commissioning a solar array for connection to the Alaska Village Electric Cooperative power grid of Shungnak-Kobuk (the "Project"). The Contractor will be responsible for procuring, installing, integrating, and commissioning:

1. Project specifications
    a. A minimum of 150-200kW solar PV with protective fence enclosure
    b. Preferably bi-facial modules, but will consider high performance alternatives.
    c. Line inverter(s) capable of interfacing with AVEC power grid and required to be compatible with ABB e-mesh Microgrid Controllers.
2. Project execution
    a. Procurement
    b. Installation
    c. Construction will be overseen by Owner's Engineer
    d. System integration (working with Owner's Engineer)
    e. Commissioning
    f. Warranty
    g. Training

The Project is funded with USDA/RUS HECG Grant Program 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.

In addition to the above responsibilities, the Contractor will be required to:

- Travel to Shungnak and Kobuk.
- Work with the "Owners Engineer" that is coordinating all integration.
- Work together with the representatives of the following organizations during the stay in the Community and while performing the actual installation; City of Shungnak, Village of Shungnak, City of Kobuk, Village of Kobuk, NAB, NANA & Alaska Village Electric Cooperative (AVEC).
- Coordinate with Alaska Village Electric Cooperative (AVEC) engineers for

integration, commissioning, and operation.

- Use local labor force to maximum extent possible.
- Educate interested people in the Community on the function of the solar/storage plant.

The villages of Shungnak and Kobuk, and project partners in the region are actively working to reduce diesel fuel consumption and costs and are moving toward diesels-off operation on their islanded microgrids through the use of wind and solar energy, battery storage, and advanced grid-forming inverters and control systems. In 2020 both Deering and Buckland completed installation of batteries and system integration improvements, including ABB Power-Store grid-forming inverters and ABB Microgrid Plus (now brand-labeled e-mesh Microgrid Controls).

The proposed solar PV array or arrays for Shungnak-Kobuk will need to be integrated similarly to these hybrid systems and will be required to be compatible with ABB e-mesh Microgrid Controllers to maintain uniformity of systems between the region's communities.

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 Project, unless terminated earlier for the convenience of the Borough or extended by mutual agreement of the parties.

3.0 Payment

Payment will be made upon monthly invoices itemizing services rendered and reimbursable expenses. Services should be billed on a prorated-hourly basis. The Borough will pay invoices submitted by the selected contractor on a monthly 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, including the Mayor, Economic Development Director, Energy Manager, and Project Team, will review all proposals and rank the proposers based on their

written submission.

4.2 The Evaluation Committee will rank the proposers and submit its recommendation, along with the proposer's written submissions. The Assembly will make the final selection and award the contract in its discretion and judgment.

4.4 The Northwest Arctic 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 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

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 or performing similar solar/generator energy services. Experience with the following:

- Solar PV array Installations in Alaska
- Arctic remote power systems
- Hybrid renewable-diesel microgrids

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 and cost proposal. Show fees and costs itemized separately. 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.

5.8 A minimum of three 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 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.*

5.9 Include a copy of Alaska business, electrician, and contractor license.

5.10 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.