

Southeast Island School District

Hollis School Wood-Fired Boiler and Greenhouse Electrical System Installation

Prepared August 2, 2017

R E Q U E S T F O R P R O P O S A L S

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INTRODUCTION AND BACKGROUND

PURPOSE OF THE REQUEST FOR PROPOSAL

Southeast Island School District (SISD) is seeking proposals to install the electrical system to feed and distribute electrical power to the Hollis School Wood fired Boiler and Greenhouse located in Hollis, Alaska. Quotes for furnishing all labor and performing all work for the above project are invited.

All questions should be addressed to local project manager, Jonathon Fitzpatrick (907-329-2277 or 907-254-3142, or email jfitzpatrick@sisd.org).

Little Davis-Bacon Act (Title AS 36.05) and other State and Federal requirements must be met on this project. Additional information regarding some of these requirements can be found on the Alaska Department of Labor and Workforce Development, Wage and Hour Administration website at: <http://labor.alaska.gov/lss/whhome.htm>.

By submitting a quote, the Offeror warrants that they are familiar with the Project requirements, have visited or otherwise examined the site, and are aware of the conditions to be encountered.

ADMINISTRATIVE

CONTRACTUAL CONTACT

Any errors, omissions or questions pertaining to the solicitation procedures or regarding proposal format submittal must be directed to:

Name	Priscilla Goulding
Address	P.O. Box 19569, Thorne Bay, AK 99919
Phone	907-828-8254
FAX	907-828-8257
Email	pgoulding@sisd.org

CONSTRUCTION CONTACT

Any questions regarding project requirements, requests for additional documents, inquiries pertaining to site conditions or scheduled visits, or other logistics of the project must be directed to:

Name	Jonathan Fitzpatrick
Address	P.O. Box 19569, Thorne Bay, AK 99919
Phone	907-329-2277 or 907-254-3142
FAX	907-828-8257
Email	jfitzpatrick@sisd.org

DUE DATES AND BID LABELING FOR SUBMITTAL OF QUOTES

All proposals must be received in the District Office by 5 P.M. on 8/21/17. **All proposals, including amendments or withdrawals, must be mailed or hand delivered.** Please be conscious of mail delivery schedules for Prince of Wales Island. Any proposals received at the Southeast Island School District Office after the time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award. The proposal must be submitted in a sealed envelope. Please label the envelope clearly with the following information: *Bid: Electrical System Installation, Hollis Wood-fired Boiler and Greenhouse*. The bid should be sealed in a second envelope. Include a sheet listing the required documentation information in the outer envelope.

The envelopes should be delivered to Southeast Island School District with the following label on the outside of the delivery envelope: *Sealed bid documents enclosed: Electrical System Installation, Hollis School Wood-fired Boiler and Greenhouse Project*. Faxes or electronic bids will not be accepted.

Mail proposals to:

Southeast Island School District
ATTN: Hollis School Wood-fired Boiler and Greenhouse Electrical Installation Project
PO Box 19569
Thorne Bay, AK 99919

OR

Hand deliver proposals to:

Southeast Island School District Office
1010 Sandy Beach Road (in Thorne Bay School Gym Building)
Thorne Bay, AK 99919.

SCHEDULE OF EVENTS

Event	Date
1. RFP Distribution to newspapers/post on website	8/4/17
2. Questions from Vendors about scope or approach due	8/11/17
3. Responses to Vendors about scope or approach due	8/17/17
4. Proposal Due Date	8/21/17
5. Target Date for Panel's Review of Proposals	8/22/17
6. Anticipated School Board Review/Vendor Approval	8/23/17
7. Project Completion	9/29/17

GUIDELINES FOR PROPOSAL PREPARATION

PROPOSAL SUBMISSION

Award of the contract resulting from this RFP will be based upon the vendor's bid whose offer will be the most advantageous to Southeast Island School District in terms of cost, functionality, timeline, and other factors as specified elsewhere in this RFP. A scoring rubric is available upon request.

Southeast Island School District reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor,
- Accept other than the lowest priced offer,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and
- Award more than one contract.

Vendor's proposal shall be submitted as set forth below. Vendor's proposal in response to this RFP will be incorporated into the final agreement between Southeast Island School District and the selected Vendor(s). The submitted proposals are suggested to include each of the following sections:

1. Executive Summary
2. Scope, Approach, Deliverables, and Methodology
3. Additional Project Deliverables
4. Project Management Approach
5. Detailed and Itemized Pricing
6. Appendix: References
7. Appendix: License, Insurance and Bonding
8. Appendix: Project Team Staffing, Subcontracting
9. Appendix: Company Overview

The detailed requirements for each of the above-mentioned sections are outlined in the Detailed Response Requirements section that follows.

DETAILED RESPONSE REQUIREMENTS

1. EXECUTIVE SUMMARY

This section will present a high-level synopsis of the Vendor's responses to the RFP. The Executive Summary should be a brief overview of the engagement, and should identify the main features and benefits of the proposed work and total cost of the project

2. SCOPE, SPECIFICATIONS, DELIVERABLES, AND METHODOLOGY

Include detailed procedures and technical expertise for the tasks listed below. Each task should include a description of each major type of work being requested of the vendor. All information that is provided will be held in strict confidence. The proposal should reflect each of the tasks listed below

- Plan for completing project, including required inspections
- Timeline for completing work
- A detailed cost proposal
- A plan for payment schedule
- Plans for working with SISD Project Manager to complete project, including but not limited to performing submittal reviews, quality control checks, working with design engineers, oversee startup, and final inspection and sign off of projects.

3. ADDITIONAL DELIVERABLES

Include descriptions of the types of progress reports used to summarize and provide detailed information on a monthly basis. Include sample reports as attachments to the proposal to provide an example of the types of reports that will be provided for this engagement.

4. PROJECT MANAGEMENT APPROACH

Include the method and approach used to manage the overall project and client correspondence. Briefly describe how the engagement proceeds from beginning to end and include a payment schedule.

5. DETAILED AND ITEMIZED PRICING

Include a fee breakdown by project task and estimates of any travel expenses.

6. APPENDIX: REFERENCES

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

7. APPENDIX: LICENSES, INSURANCE AND BONDING

The Offeror must provide: (1) Their valid Alaska Business license number, (2) Their valid Alaska Professional Licensing information including, but not limited to, Construction Contractor and Electrical Administrator license numbers, (3) Their status as an Alaskan Bidder (Offeror), (4) The carrier's name and policy number of their Bonding, General Liability, and Workers Compensation Insurance, and (5) the Employer (Tax) Identification Number or Social Security Number.

NOTE: The Alaska Department of Labor and Workforce Development (DOLWD) requires an Offeror to be licensed and registered for the required type of work prior to submitting a quote. If Southeast Island School District determines the Offeror is improperly registered or licensed, their quote may be deemed nonresponsive.

8. APPENDIX: PROJECT TEAM STAFFING

Provide resumes of the company and construction team. **Subcontracting Listing:** Subcontractors intended to be utilized on this contract must be listed on the response to the solicitation. Work shall not be awarded to any subcontractor without prior approval from Southeast Island School District. Subcontractors may be added or removed only as approved by Southeast Island School District

9. APPENDIX: COMPANY OVERVIEW

Provide an overview of the company.

EVALUATION FACTORS FOR AWARD

CRITERIA

Following receipt and determination of all responsive written quotes Southeast Island School District, will compare the quotes. Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost, and management requirements. Evaluation of offers will be based upon the Vendor's responsiveness to the RFP and the total price quoted for all items covered by the 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 in the correct format.
2. The extent to which Vendor's proposed solution fulfills Southeast Island School District's 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, including previous project experience.
5. Availability of sufficient high quality Vendor personnel with the required skills and experience for the specific approach proposed, previous experience with Southeast Island School District may be considered.
6. Overall cost of Vendor's proposal.

Southeast Island School 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.

SCOPE OF WORK

REQUIREMENTS

The following information should be used to determine the scope of this project and provide pricing for this engagement:

I. Costs associated with installation of the *Hollis School Wood-fired Boiler and Greenhouse Electrical System.*

This job consists of installation of lighting and receptacles to be evenly spaced throughout greenhouse, wood storage area and boiler area. This also includes a 100 amp single phase sub-feed to be installed overhead from the meter base to the GARN boiler disconnect. Overhead door and receptacles will be located on interior ceiling of wood storage space. All light switches are to be located on interior walls. The two outside weatherproof GCI's will be outside on opposite ends of greenhouse/wood storage building. The exhaust fans will be located above the garage door. Requirements include:

- 18 overhead LED 4 foot weatherproof fixtures for wood storage areas. 12 lights in existing metal building and six lights in new wood storage building
- 4 GFI receptacles in wood storage Area located per SISD direction
- All wiring and control to make GARN Wood boiler functional. Example: relevant circulation pumps.
- 100 amp 240/120 single phase sub feed from existing steel building to GARN disconnect
- Five future circuits from existing panel to future greenhouse. Terminate circuits in an 8"x8"x6"
- NEMA 3R junction box
- Overhead door receptacle and associated control
- 6 light switches
- 2 outside weatherproof GFI receptacles.
- 2 exhaust fans in storage area with associated controls
- 1 high intensity wall-pack light fixture mounted on the exterior of wood storage building above garage type door

All conduits will be EMT with rain tight steel grade fittings. Exception: short runs for flexibility or fixtures may be liquid tight in wet or damp areas and MC cable in dry locations.

Underground conduits will be of schedule 40 PVC.

Conduits sweeping out of the ground will be GRC conduit.

All fittings and strut will be hot dip galvanized.

Hardware such as spring nuts and cap screws will be stainless steel or hot dip galvanized.

All junction boxes will be three R-rated.

All conduits to be recessed into walls except in locations where they must be surface mounted.

Foursquare or 4 11/16" boxes may be used where moisture is not an issue.

All damp or wet locations will use weatherproof boxes. Example: Bell, Red Dot or FS.

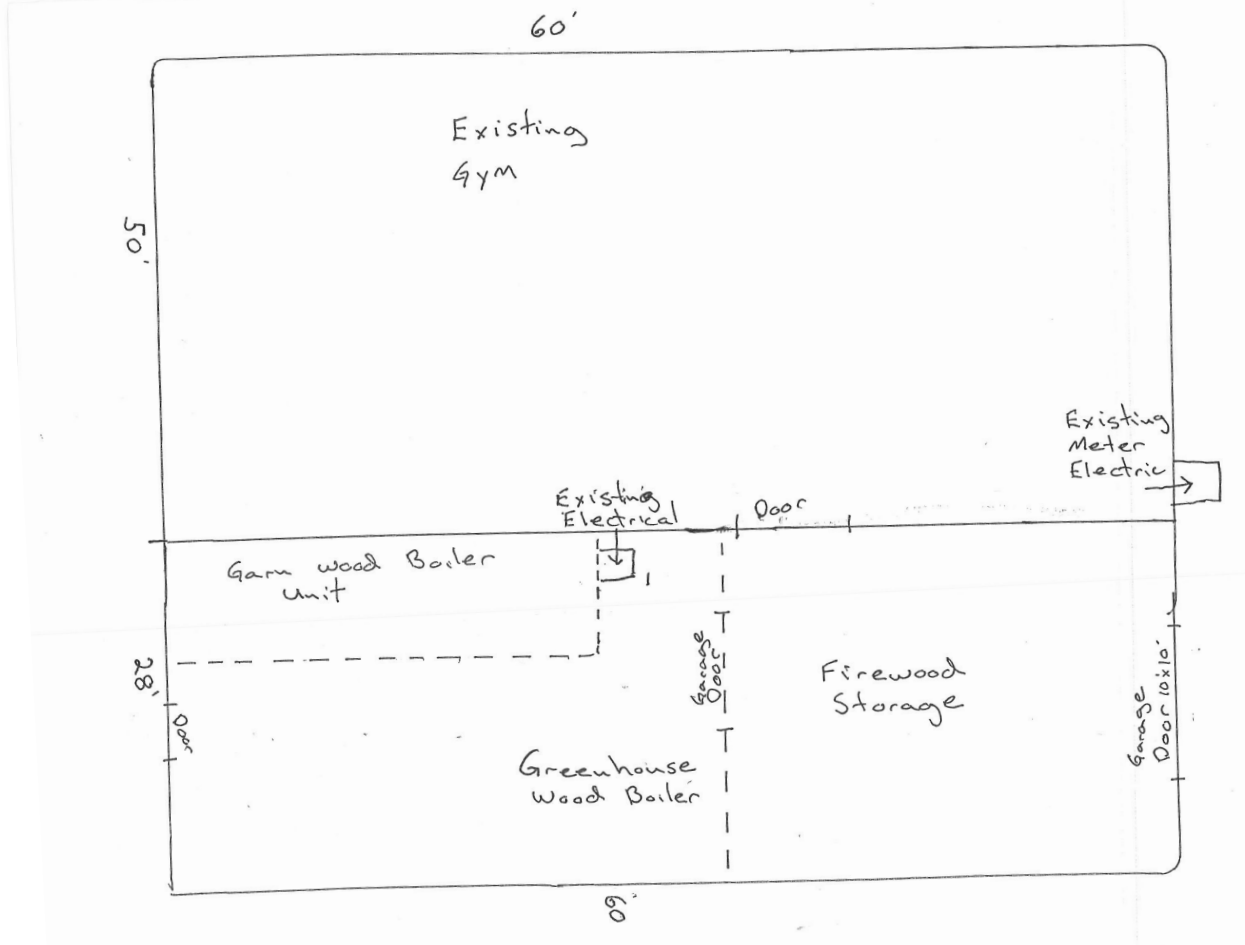
All wire will be of XHHW stranded copper.

All devices will be 20-amp spec grade ivory.

All general use receptacles and outside receptacles will be GFCI rated.

Dedicated receptacles may be installed without GFCI protection.

All conductors will be labeled, color-coded and usage identified.



II. Cost associated with final inspection of projects by an electrical administrator licensed by the State of Alaska

III. Costs associated with fulfilling Little Davis-Bacon Act (Alaska Title 36) Requirements and compliance with all applicable regulations, ordinances and other rules of the State of Alaska and/or any political subdivisions thereof, or any other duly constituted public authority wherein work is done or services performed

IV. Costs associated with submittal reviews, quality control checks, final installation and inspections and working with local site manager.

- This is an out-to-bid project
- Include all travel costs estimates and costs associated with any reports

DELIVERABLES

At the conclusion of the assessment, Southeast Island School District requires written documentation of the approach, findings, and recommendations associated with this project. A formal presentation of the findings and recommendations to senior management may also be required. The documentation should consist of the following:

DETAILED TECHNICAL REPORT

A document developed for the use of Southeast Island School District's staff.

EXECUTIVE SUMMARY REPORT

A document developed to summarize the scope, approach, findings and recommendations, in a manner suitable for administration and the School Board.