

Hydaburg City School District

WOOD-FIRED BOILER PROJECT

Prepared August 3, 2016

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

Hydaburg City School District (HCSD) is seeking 1) engineering services to provide design and construction administration for a biomass heating system for the Hydaburg School, and 2) design of bid-ready plans for installation of an appropriately-sized Garn wood-fired boiler system at the Hydaburg School located in Hydaburg, Alaska. The plan should include a design to integrate the Garn wood-fired-boilers into the existing diesel-fired boiler system used to heat all the school buildings, and include BTU meters which are a requirement of the grant. The project design should include a building to house the Garn boiler system and firewood storage. The plan should include a mechanical add-on for future heating for an add-on design for a commercial greenhouse. Boilers will also need to be sized for this add-on.

By submitting a proposal, the Offeror warrants that they are familiar with the Project requirements and are aware of the conditions to be encountered. A site visit is strongly recommended.

ADMINISTRATIVE

TECHNICAL CONTACT

Any questions concerning technical specifications or Statement of Work (SOW) requirements must be directed in writing to:

Name	Jonathan Fitzpatrick
Address	PO Box 19569, Thorne Bay, AK 99919
Phone	907 828-8254
FAX	907 828-8257
Email	jfitzpatrick@sisd.org (preferred method of contact)

CONTRACTUAL CONTACT

Any questions regarding proposal format must be directed in writing to:

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

DUE DATES

All proposals must be received in the Hydaburg City School District Administrative Office (see below for physical and mailing addresses) **by 4:00 pm 9/15/2016. All proposals, including amendments or withdrawals, must be mailed or hand delivered** to the Southeast Island School District Office (which is also the administrative office for Hydaburg City Schools). 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: *Hydaburg Wood Fired Boiler Project*. 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 Hydaburg City School District, c/o Southeast Island School District Office, with the following label on the outside of the delivery envelope: *Sealed proposal documents enclosed: Hydaburg Wood Fired Boiler Project*. Faxes or electronic proposals will not be accepted.

Mail proposals to:

Hydaburg City School District c/o Southeast Island School District Office
ATTN: Hydaburg Wood-Fired Boiler Project.
PO Box 19569
Thorne Bay, AK 99919

OR

Hand deliver proposals to:

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

SCHEDULE OF EVENTS

- | | |
|---|-------------------|
| 1. RFP distribution to newspapers/media | 8/3/2016 |
| 2. Questions about scope or approach due in writing | 8/17/2016 |
| 3. Responses about scope or approach due in writing.
Responses will be posted on HCSD website. | 8/22/2016 |
| 4. Proposal Due Date | 9/15/2016 |
| 5. Target Date for Review of Proposals | 9/19/2016 |
| 6. Anticipated School Board Review | Week of 9/26/2016 |
| 7. Anticipated intent to award | 10/3/2016 |
| 8. Anticipated notice to proceed | 10/14/2016 |
| 9. 35% design due | 11/30/2016 |
| 10. 65% design due | 12/12/2016 |
| 11. 95% design due | 12/20/2016 |
| 12. Project completion | 1/13/2017 |

GUIDELINES FOR PROPOSAL PREPARATION

PROPOSAL SUBMISSION

Award of the contract resulting from this RFP will be based upon the proposal that will be the most advantageous to Hydaburg City School District in terms of cost, functionality, and other factors as specified in the Scope, Approach, Deliverables, and Methodology on p. 7 in this RFP. A scoring rubric is at the end of this RFP.

Hydaburg City 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.

The proposal will be submitted as set forth below. The proposal in response to this RFP will be incorporated into the final agreement between Hydaburg City School District and the selected Firm(s). The submitted proposals will 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
9. Appendix: Company Overview

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

COMPLIANCE WITH LAWS

The Offeror will observe and abide by all applicable laws, regulations, ordinances and other rules of the State of Alaska and the City of Hydaburg, Alaska and/or any political subdivisions thereof, or any other duly constituted public authority wherein work is done or services performed. The Offeror agrees to indemnify and save the school district harmless from any and all liability or penalty that may be imposed or asserted by reason on the vendor's failure or alleged failure to observe and abide thereby.

DETAILED RESPONSE REQUIREMENTS

EXECUTIVE SUMMARY

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

SCOPE, APPROACH, DELIVERABLES, AND METHODOLOGY

Include detailed procedures and technical expertise for the tasks listed below. Each task will include a description of each major type of work being requested of the vendor. The proposal will reflect each of the tasks listed below

- A plan set for design and installation of a Cordwood Fired Boiler system for Hydaburg City School that supplements the current heating system.
- Submit the plans to the Alaska State Fire Marshall for review and revise plans as necessary and obtain approval to construct certificates for plans.
- Develop plan specifications and bid documents for construction of proposed cordwood fired boiler system.
- Plans for working with on-site manager to complete project, including but not limited to performing submittal reviews at 35%, 65%, and 95% completion, and submittal of final report.

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. The plan should include a mechanical add-on for future heating for an add-on design for a 800-1000 square foot commercial greenhouse. Boilers will also need to be sized for the future commercial greenhouse add-on.

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.

DETAILED AND ITEMIZED PRICING

Include a fee breakdown by project task and pricing that includes a separate line item for travel expenses.

APPENDIX: REFERENCES

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

APPENDIX: LICENSES, INSURANCE AND BONDING

The Offeror must provide:

- (1) Valid Alaska Business license number,
- (2) Valid Alaska Professional Licensing information including, but not limited to, Construction Contractor and Electrical Administrator license numbers,
- (3) Status as an Alaskan Bidder (Offeror),
- (4) Carrier's name and policy number of Bonding, General Liability, and Workers Compensation Insurance, and
- (5) Employer (Tax) Identification Number or Social Security Number.

APPENDIX: PROJECT TEAM STAFFING

Provide: 1) resumes of the team and 2) at least two references with knowledge of relevant work history.

EVALUATION FACTORS FOR AWARD

CRITERIA

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. A scoring rubric is shown at the end of this 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 Hydaburg City 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 with Hydaburg City School District or Southeast Island School District.
5. Availability of sufficient high quality Vendor personnel with the required skills and experience for the specific approach proposed, previous experience with Alaska Energy Authority and cordwood fired boilers.
6. Overall cost of Vendor's proposal.

Hydaburg City 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

Hydaburg City School District is seeking engineering services to provide design and construction administration for a biomass heating system for the Hydaburg School located in Hydaburg, Alaska. The bid-ready package will include design development, concept design to final design including cost estimates, bid documents, and construction administration.

The Hydaburg School has three separate diesel-fired heating systems, including a Burnam diesel forced air system in the gym, and Weil-McLain forced air furnaces in the elementary school and the high school. The project will require Garn cordwood-fired boilers. The heating system at the school should be evaluated and a properly-sized system recommended. Due to previous experience with Garn, this is the type of system the district is planning to install. The intent is to standardize the boiler systems with those already in use at Southeast Island School District. BTU meters are required by the funding agency.

The design package should encompass a complete wood energy system including a structure to house the Garn boilers and a two- to three-year supply of cordwood, installation of the boilers, and all materials and equipment required to distribute hot water through existing and/or new hydronic systems in the school buildings, future greenhouse and staff housing units as feasible.

Based on previous experience with cordwood systems, the boilers need to be housed in the same building as the firewood storage. This building will be an unoccupied utility building. We anticipate one appropriately-sized building to house the boilers and a two- to three-year supply of firewood. The design team should evaluate the building needs and recommend properly designed systems.

ENGINEERING AND DESIGN TASKS WILL INCLUDE:

1. Specifications For:
 - a. Boilers and wood storage building that are insulated and well-ventilated
 - b. Boiler room equipment configuration and insulation
 - c. Tie-ins to all school buildings, and, as feasible, staff housing units
 - d. Future tie-ins to wood boiler for future commercial greenhouse
 - e. Integration with existing domestic hot water systems
 - f. Proper operations and maintenance requirements
2. Costs associated with this project
3. Bid ready construction drawings and submittal specifications
4. Estimated cost of the project and economic analysis of expected annual energy savings
5. Identification and submittal of fire marshal permit

DELIVERABLES

1. Boiler/wood storage building design
2. Specifications for:
 - a. Integration with existing school buildings and, as feasible, staff housing units
 - b. Tie-in for future commercial greenhouse
3. Fire marshal permit
4. Engineer-signed drawings
5. Construction-ready documents
6. Operations and Maintenance manual
7. Total cost breakdown
8. Executive Summary Report: A document developed to summarize the scope, approach, findings and recommendations.

SCORING RUBRIC

Each qualified bidder has the chance to receive up to 160 points on their bid for this project. There are 6 scoring categories:

1. Price (50 points)
2. Prior Experience/Past Performance (40 points)
3. Technical Qualifications/Staffing Levels (20 points)
4. Completion of Work in a Timely Manner (20 points)
5. Qualified Bidder Home Office (10 points)
6. Plan for Account Management (20 points)

1 – Price: 50 Points

There is a maximum of 50 possible points for price. Points will be awarded as follows:

- 50 points will be awarded to the lowest qualified bid received for the construction.
- 40 points will be awarded to any qualified bids received that are up to 5.00% higher than the lowest qualified bid for the construction.
- 30 points will be awarded to any qualified bids received that are between 5.01% and 10.00% higher than the lowest qualified bid for the construction.
- 20 points will be awarded to any qualified bids received that are between 10.01% and 15.00% higher than the lowest qualified bid for the construction.
- 10 points will be awarded to any qualified bids received that are between 15.01% and 20.00% higher than the lowest qualified bid for the construction.
- No points will be awarded to any qualified bids received that are higher than the lowest bid by 20.01% or more for the construction.

2 – Prior Experience/Past Performance: 40 Points

There is a maximum of 40 possible points for prior experience/past performance. Points will be awarded as follows:

- 10 points will be awarded to a qualified bidder who provides three corporate references
- 7 points will be awarded to a qualified bidder who provides two corporate references and one non-corporate reference
- 5 points will be awarded to a qualified bidder who provides two corporate references
- 2 points will be awarded to a qualified bidder who provides one or more corporate or non-corporate references
- No points will be awarded to a qualified bidder who provides no references.

AND

- 30 points will be awarded to a qualified bidder with an excellent service history.
- 20 points will be awarded to a qualified bidder with a good service history.
- 10 points will be awarded to a qualified bidder with an average service history.
- 5 points will be awarded if HCSD has no history with the qualified bidder and no knowledge of customers with negative experience.
- No points will be awarded to a qualified bidder who has a history of poor service. HCSD must have written documentation of the performance issues including but not limited to e-mails, letters, complaints, etc. on file. No points will be awarded in the case where HCSD has no history with the qualified bidder and has received documentation from current or previous customers that is not positive in nature.

3 – Technical Qualifications/Staffing Levels: 20 Points

There are up to 20 possible points for technical qualifications and staffing levels. Points will be awarded as follows:

- 10 points will be awarded if qualified bidder provides documentation on technical qualifications and those qualifications are determined to be adequate to serve the needs of the construction project.
- 10 points will be awarded if qualified bidder provides documentation on staffing levels of technical staff and those staffing levels are determined to be adequate to serve the needs of the construction project.

4 – Completion of Project in a Timely Manner: 20 Points

There is a maximum of 20 possible points for completion of the project in a timely manner. Points will be awarded as follows:

- 20 points will be awarded to the qualified bidder with a plan to complete the project on or before January 13, 2017
- 5 points will be awarded to the qualified bidder that does not clearly indicate a plan for completion on or before January 13, 2017
- NO points will be awarded to the qualified bidder that is not able to complete the project on or before January 13, 2017

5 – Qualified Bidder Home Office: 10 Points

There is a maximum of 10 possible points for qualified bidder location. Points will be awarded as follows:

- 10 points will be awarded to a qualified bidder that has its home office located within the State of Alaska
- 5 points will be awarded to a qualified bidder that has its home office located within the U.S.A.
- NO points will be awarded to a qualified bidder where its home office is located outside of the U.S.A.

6 – Plan for Account Management: 20 Points

There is a maximum of 20 possible points for the plan for account management. Points will be awarded as follows:

- 20 points will be awarded to a qualified bidder that has a strong plan for project management, including the plan for completing the project (including required inspections, a plan for payment schedule, plans for working with the HCSD Project Manager, and plan for submitting progress reports.
- 5 points will be awarded to a qualified bidder that does not include one major concern, fails to assure HCSD of major concern, or fails to assure HCSD of management capability.
- NO points will be awarded for a qualified bidder that does not address more than one area listed above.