

# **Southeast Island School District**

## **Howard Valentine Coffman Cove School Greenhouse Phase 1 Electrical System Installation**

Prepared February 22, 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

Southeast Island School District (SISD) is seeking proposals to install the electrical system to feed and distribute electrical power to the Howard Valentine Coffman Cove School Greenhouse located in Coffman Cove, Alaska. This is the first phase of a two-phase project. Quotes for furnishing all labor and performing all work for the above project are invited. SISD has purchased most of the materials needed for this project. Any additional materials must be ordered through the SISD project manager, Jonathan Fitzpatrick, and will be purchased by SISD.

All questions concerning should be addressed to local project manager, Jonathon Fitzpatrick (907-828-8254 or email [jfitzpatrick@sisd.org](mailto:jfitzpatrick@sisd.org)).

Little Davis-Bacon Act (Title AS 36.05) requirements must be met on this project. More information regarding Title 36 requirements is listed later in this RFP; additional information 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:

|                |  |
|----------------|--|
| <b>Name</b>    | Chris Page Haufe                                   |
| <b>Address</b> | P.O. Box 19569, Thorne Bay, AK 99919               |
| <b>Phone</b>   | 907-828-8254                                       |
| <b>FAX</b>     | 907-828-8257                                       |
| <b>Email</b>   | <a href="mailto:cpage@sisd.org">cpage@sisd.org</a> |

### 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:

|                |  |
|----------------|--|
| <b>Name</b>    | Jonathan Fitzpatrick   |
| <b>Address</b> | P.O. Box 19569, Thorne Bay, AK 99919                             |
| <b>Phone</b>   | 907-828-8254 or 907-329-2277                                     |
| <b>FAX</b>     | 907-828-8257   |
| <b>Email</b>   | <a href="mailto:jfitzpatrick@sisd.org">jfitzpatrick@sisd.org</a> |

### DUE DATES AND BID LABELING FOR SUBMITTAL OF QUOTES

All proposals must be received in the District Office by 5 P.M. on 3/3/16. **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: Phase 1 Electrical System Installation, Coffman Cove 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: Phase Electrical System Installation, Coffman Cove Greenhouse Project.* Faxes or electronic bids will not be accepted.

**Mail proposals to:**

Southeast Island School District  
ATTN: Phase 1 Coffman Cove 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     | 2/22/16 |
| 2. Questions from Vendors about scope or approach due | 2/29/16 |
| 3. Responses to Vendors about scope or approach due   | 3/2/16  |
| 4. Proposal Due Date                                  | 3/3/16  |
| 5. Target Date for Panel's Review of Proposals        | 3/4/16  |
| 6. Anticipated School Board Review/Vendor Approval    | 3/7/16  |
| 7. Project Completion                                 | 3/24/16 |

## **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, APPROACH, 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.

### **Who to contact for more information or questions**

Jonathan Fitzpatrick  
On-site Project Manager for Southeast Island School District  
PO Box 19569  
1010 Sandy Beach Road  
Thorne Bay AK 99919  
(907) 828-8254 or (907) 329-2277  
(907) 828 -8257 (fax)  
jfitzpatrick@sisd.org

Lauren Burch, Superintendent  
Southeast Island School District  
PO Box 19569  
1010 Sandy Beach Road  
Thorne Bay AK 99919  
(907) 828-8254  
(907) 828 -8257 (fax)  
lburch@sisd.org

## **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:

#### **Costs associated with installation of the Coffman Cove Greenhouse Electrical System.**

This project is to feed and to distribute electrical power to the Coffman Cove School Greenhouse. SISD has purchased most of the materials needed for this project. Any additional materials must be ordered through the SISD project manager, Jonathan Fitzpatrick, and will be purchased by SISD.

The feeder begins at the MDP in the main school building mechanical room and concludes at the distribution panel to be located on the north inside wall of the greenhouse. The feeder is fed from a 200 amp, single phase, two-pole, 208/120 I-Line Square D breaker. The feeder conduit is trade size 2½ inch. Within the school, the conduit is to be of EMT. Outside and underground is to be run in schedule 40 PVC conduit. Outside and above-ground GRC is to be used. All conduit bodies will be of galvanized steel or aluminum with pulling rollers. J-boxes shall be NEMA 3-R rated. The three conductors that are to be installed in the feeder conduit shall be sized at 250 kc-mill, and shall be rated for wet location. A number two conductor shall be installed as a ground wire.

The distribution panel to be installed in the greenhouse shall be a Square D, NEMA 3-R, single phase, 200 amp, three wire, 240/120 vac, and contain 42 pole-spaces. Breakers shall be installed as needed. This panel is to be bonded to building's steel frame, rebar, and two previously installed 3/4"x 8' copper ground rods. The Panel shall be made up and the cover installed. A double duplex weatherproof receptacle shall be mounted below the panel.

Eight sub-feeds shall be installed in ¾-inch EMT with ring tight fittings. Each of these sub-feeds shall terminate in a 4"x 6" x 4" NEMA 3-R junction box. Each junction box shall contain 4 circuits (4 ungrounded conductors, 2 grounded conductors and 1 grounding conductor). Each of these conductors shall be of size #10 AWG.

Junction boxes and their feeding breakers are to be located and labeled as follows (coordinate exact locations with SISD representative):

- JA - seed bed South wall, Circuit# (1,3,5,7).
- JB - seed bed South wall, Circuit# (2,4,6,8).
- JC - seed bed South wall, Circuit# (9,11,13,15).
- JD - classroom Southwest wall, Circuit# (10,12,14,16).
- JE - door opener, 2 outside lights, 2 switches and 2 convenience outlets West wall, Circuit# (17,19,21,23).
- JF - seed bed North East wall, Circuit# (18,20,22,24)
- JG - three exhaust fans South side of building, Circuit# (25,27,29,31).
- JH - two exhaust fans North east part of building, Circuit# (26,28,30,32)

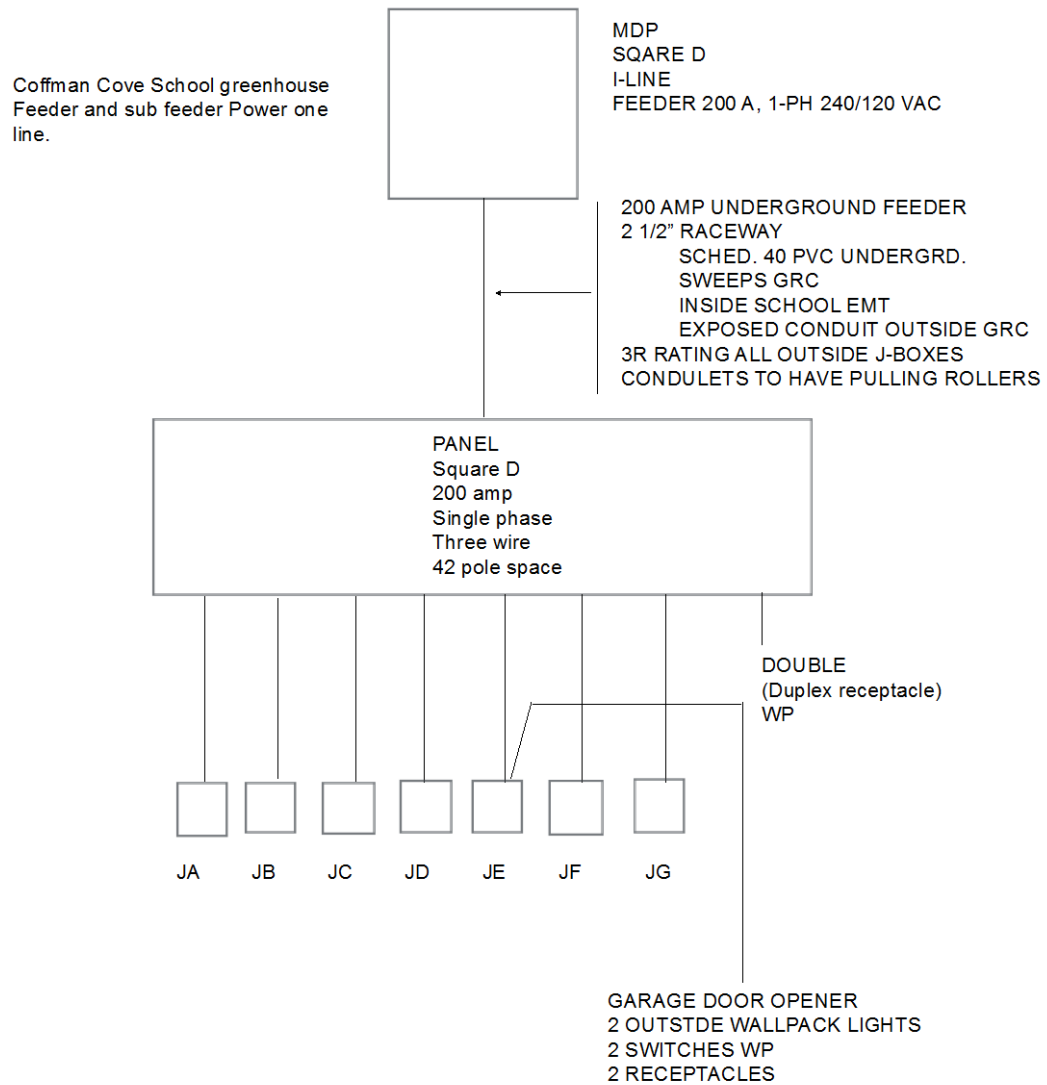
The double duplex receptacles placed below the panel shall be labeled circuit# (33,35) and shall be GFCI, 20 amp spec. grade with weatherproof cover. All switch and receptacle boxes shall be of rain tight construction.

Circuit Spaces (37,39,41,34,36,38,40) shall be reserved for future a future wood boiler and related wiring. Phase 2 of this project will will put out for bid at a later date, after seedbeds have been constructed, classroom construction is roughed in, and equipment has been installed.

A one-line distribution and sub-distribution layout is displayed as Figure 1, below, to aid in bidding and installation. It is diagrammatic and all final panel board, J-boxes, devices and equipment

locations are to be determined by Southeast Island School District representatives. All electrical installation is to be in accordance with the National Electrical Code, 2014 edition.

**Figure 1: One-line Distribution and Sub-distribution Layout**



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

**Costs associated with fulfilling Little Davis-Bacon Act (Alaska Title 36) Requirements**

(see also Alaska Wage and Hour Administration Pamphlet 400: Title 36 – Public Contracts)

- All contractors must be licensed to bid and work on the project (i.e., must have a current Alaskan contractors and business licenses).
- DOLWD requires that the Prime Contractor to submit a Notice of Work and pay the filing fee before work begins.
- All filing fee transactions will be processed through the online payroll filing system using the contractors credit/debit card, or by check. Payments made by check will be debited directly from the contractor's account. Notice of work and completions can be printed directly from the online system. Prime contractors will need to access the online system for copies of these documents.
- The Prime Contractor and All Sub contractors need to use the DOLWD-provided number and title on all certified payrolls. DOL # PENDING
- All contracted electrical work must be performed under an Alaska licensed administrator.
- All employees must have certificates of fitness for whatever work that they are performing on the project that requires it. For example plumbers, electrical workers, asbestos workers, etc.
- All apprentices must be registered with USDOL's Office of Apprenticeship.
- All employees must be paid weekly.
- The Prime Contractor and their subcontractors must file certified payrolls to DOL.
- All employees (including owner operators if they perform any kind of hands on work) must appear on the certified payrolls.
- The Prime Contractor and all Sub Contractors must pay their workers the minimum wage rate found in DOLWD's Laborers' and Mechanics' Minimum Rates of Pay, Issue 31. These rates are valid for two years after the contract award.
- All fringe benefits must be paid as wages to the employee, or paid into a union trust fund, or into an approved benefit plan and indicated in the statement of compliance section of the certified payrolls.
- This is a State-funded project and Alaska's Employment Preference will apply to this project. I have included employment preference information that explains the requirements and accommodations pertaining to AS 36.10 EP.
- Per Diem applies to this project (see Alaska DOLWD Memo, File # WPHL #197(A4))

**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 all 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.