

REQUEST FOR PROPOSALS  
ENGINEERING DESIGN AND ESTIMATION SERVICES – CRAIG HIGH SCHOOL  
BIOMASS PROJECT

Craig City School District  
PO Box 800  
Craig, AK 99921

The Craig City School District (“District”) requests written proposals for 100% bid-ready, construction documents and estimations for the installation of a wood-chip fired boiler system at the Craig High School located in Craig, Alaska. The wood-chip fired boiler system is to be integrated into the existing heating system at Craig High School located in Craig, AK on Prince of Wales Island and should include a building to house the wood-chip fired boiler system and wood chip storage. The system will use dried wood-chip fuel and would heat approximately 53,319 square feet of high school space.

Award of the contract resulting from this RFP will be based upon the proposal that will be the most advantageous to Craig City School District in terms of cost, functionality, and other factors as specified in the Scope, Approach, Deliverables, and Methodology.

A pre-bid conference is scheduled for Tuesday, September 25, 2018 at 11:00am at the Craig City School District Office located at 100 School Road, Craig, AK 99921.

**The submitted proposals will include each of the following sections**

1. 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.
2. Scope, Approach, Deliverables, and Methodology – The proposal will reflect each of the following tasks: A general plan set for design of a wood-chip fired boiler system for Craig High School that supplements the current heating system; a plan for review (and revision as necessary) by the Alaska State Fire Marshal; develop plan specifications for construction of proposed wood-chip fired boiler system; calculation of estimated savings, simple payback, and benefit to cost ratio; develop plan specifications for the wood handling section outlining procedures for delivering and storing wood chips; develop an operational/controls narrative outlining the details about how the system will function; estimation for time and materials for commissioning costs; plans to complete submittal reviews at 35%, 65% and 95% completion; and final report, .
3. 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.
4. Detailed and Itemized Pricing – Include a fee breakdown by project task and pricing that includes a separate line item for travel expenses.
5. Appendix: References – Provide three current references for which you have performed similar work.
6. Appendix: License, Insurance, and Bonding – Valid Alaska Business license number; Valid Alaska Professional Licensing information; Status as an Alaskan Bidder (Offeror); Carrier’s name and policy number of Bonding, General Liability, and Workers Compensation Insurance; Employer Tax Identification Number or Social Security Number.
7. Appendix: Project Team Staffing – Provide resumes of the team

## 8. Appendix: Company Overview

The design package should encompass a complete wood-chip energy system including a structure to house the wood-chip biomass boiler and a two-week supply of wood-chip material, and all materials and equipment required to distribute wood-chip fuel to the boiler system and hot water through existing and/new hydronic systems in the school buildings,

### **Engineering and design tasks will include**

1. Specifications for:
  - a. Woodchip-fired boiler system that is well ventilated
  - b. Boilerhouse and wood-chip storage buildings
  - c. Wood-chip handling system
  - d. Boiler room equipment configuration
  - e. Tie-ins to school building
  - f. Integration with existing hydronic heating and domestic hot water distribution and controls systems
  - g. Proper operations and maintenance requirements
2. Construction cost breakdown associated with 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 review

### **Deliverables**

1. Wood-chip boiler/wood chip storage building design
2. Specifications for integration with existing school building
3. Engineer-signed drawings
4. Construction-ready documents
5. Total cost breakdown
6. Executive summary report: a document developed to summarize the scope, approach, findings, and recommendations

Proposals must clearly indicate the firm's contact person and the person's telephone number and email address.

All proposals must be received in the Craig City School District Office by 4:00pm on Friday, October 12, 2018. Any proposals received at the Craig City 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: Craig High School Biomass Boiler Project. The bid should be sealed in a second envelope. Include a sheet listing the required documentation information in the outer envelope.

### **Mail proposals to**

Chris Reitan  
Craig City School District  
ATTN: Craig High School Biomass Boiler Project  
PO Box 800  
Craig, AK 99921

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 scoring criteria are shown below.

**Evaluative criteria are as follows**

1. Fees and Compensation – 30 Points
  - a. 30 points will be awarded to the lowest qualified bid
  - b. 25 points will be awarded to any qualified bids received that are up to 5% higher than the lowest qualified bid
  - c. 20 points will be awarded to any qualified bids received that are up to 5.01% to 10% higher than the lowest qualified bid
  - d. 15 points will be awarded to any qualified bids received that are up to 10.01% to 15% higher than the lowest qualified bid
  - e. 10 points will be awarded to any qualified bids received that are up to 15.01% to 20% higher than the lowest qualified bid
  - f. No points will be awarded to any qualified bids that are higher than the lowest bid by 20.01%
2. Experience within the past ten years in providing similar services in Alaska, experience in southeast Alaska, and experience with woody biomass heat systems – 30 points
  - a. 10 points will be awarded to a qualified bidder who provides three corporate references
  - b. 0 points will be awarded to a qualified bidder who provides two to 0 corporate references

AND

  - c. 20 points will be awarded to a qualified bidder with 10 years in Alaska providing similar service, experience in SE Alaska, and experience with biomass heat systems
  - d. 15 points will be awarded to a qualified bidder with 10 years in Alaska providing similar service, some experience in SE Alaska, and experience with biomass heat systems
  - e. 10 points will be awarded to a qualified bidder with less than 10 years in Alaska providing similar service, some experience in SE Alaska, and experience with biomass heat systems
  - f. 5 points will be awarded to a qualified bidder with less than 10 years in Alaska providing similar service, no experience in SE Alaska, and experience with biomass heat systems
  - g. 0 points will be awarded to a qualified bidder with less than 10 years in Alaska providing similar service, no experience in SE Alaska, and no experience with biomass heat systems
3. Technical Qualifications/Staffing Levels –25 points
  - a. 15 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 project
  - b. 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 project
4. Completion of Project in a Timely Manner and Plan for Account Management –15 points
  - a. 15 points will be awarded to the qualified bidder with a plan to complete the project on or before March 13, 2019

- b. 0 points will be awarded to a qualified bidder that does not clearly indicate a plan for completion before March 13, 2019

**Schedule of Events**

1. RFP distribution to newspapers	9/2/18
2. Pre-bid conference	9/25/18
3. Proposal Due Date	10/12/18
4. Target Date for Review of Proposals	10/17/18
5. Anticipated School Board Review	10/24/18
6. Anticipated Notice to Proceed	10/31/18
7. 35% design/estimations due	12/12/18
8. 65% design/estimations due	1/23/19
9. 95% design/estimations due	2/20/19
<b>10. Project completion</b>	<b>3/13/19</b>

The District reserves the right to reject any and all proposals and to waive any irregularities or informalities. There are no expressed or implied obligations for the District to reimburse responding firms for any expenses incurred in preparing and submitting proposals in response to this request. An evaluation committee (Committee) will evaluate the proposals in accordance with its competitive selection process. The Committee will evaluate the proposals on the basis of the guidelines set forth in this RFP and present its findings and recommendation to the CCSD School Board, who will make a final selection and award.

**THIS ADVERTISEMENT CONSTITUTES THE ENTIRE REQUEST FOR PROPOSALS. DO NOT CONTACT THE SCHOOL DISTRICT FOR THE RFP. NO ADDENDA ARE ANTICIPATED. HOWEVER, IN THE EVENT THAT ADDENDA ARE ISSUED, FIRMS MAY RECEIVE THEM BY EMAILING A NOTICE OF "INTENT TO PROPOSE" TO CHRIS REITAN AT THE EMAIL ADDRESS ABOVE INCLUDING THE FIRM'S CONTACT PERSON AND THE PERSON'S PHONE NUMBER AND EMAIL ADDRESS.**

Publish: September 2, September 9, September 16, and September 23, 2018.