

**Request for Proposals
Haines Borough Wood Heat Feasibility Study
January 2012**

The Haines Borough ("Borough") is requesting proposals from consultants/engineers licensed to do business in the State of Alaska to assist in the preparation of a wood heat feasibility study.

Proposals shall be received no later than 2:00 p.m. **Thursday, February 3, 2012** and should be mailed to the Haines Borough Clerk, P.O. Box 1209, Haines, AK 99827, or delivered directly to the Haines Borough Clerk at the Borough Offices in Haines, Alaska or emailed to jheinz@haines.ak.us. Submit (one) original and five (5) copies for a total of six (6). Email proposals are acceptable if the original documents are received by the Borough Clerk by February 10, 2012. Facsimiles will not be accepted.

The envelope(s) used in submitting your firm's proposal shall be plainly marked with the following information:

1. Proposer's Name
2. Date and Time Scheduled for Receipt of Proposals
3. Sealed Proposal(s): Haines Borough Wood Heat Feasibility Study
4. The "Statement of Cost" shall be submitted in a separate envelope.

The Borough reserves the right to reject any or all proposals.

This Request for Proposals is not to be construed as a commitment of any kind, nor does it commit the Borough to pay any costs incurred in the submission of any offer or for any other costs incurred prior to the execution of a formal contract.

The Haines Borough is an equal opportunity employer.

Please direct all responses and/or questions concerning this Request for Proposals to Mark Earnest, Haines Borough Manager.

Background: The Haines Borough completed an initial wood heat feasibility study in 2009. This study is available on the Haines Borough Website.

Scope of Work

The 2012 Haines Borough Wood Heat Feasibility Study will include:

- 1. A current resource assessment for finished wood pellets.**

2. An energy and 20 year life cycle cost analysis—including all capital, maintenance, and construction costs—to heat the following buildings: Haines Borough School, Borough Administration building, Borough Public Library, and Vocational Education Building.

- . With their existing heating systems.
- . With a wood pellet heating system installed in each building
- . With a centralized wood heating system heating all 4 buildings

3. In addition to the buildings in the above analysis, provide an **executive summary** on the feasibility of using wood pellets to heat the following borough facilities: Sewage Treatment Plant and Chilkat Center.

The Haines Borough and the successful Proposer will agree on the energy and economic criteria prior to performing the analysis.

The report will include a detailed description of the biomass boiler system and fuel feeding/storage system recommended by the successful proposer for this environment and specific installation.

The report will include a cost breakdown for the unit(s), feeding system, transport, installation and training of maintenance personnel, and any other costs. It will also include weight and dimensions of the unit(s).

The report will also include a recommended maintenance schedule and labor cost for the unit(s) over a twenty year period. Please specify the estimated cost of parts that will likely need to be replaced over a twenty year period. Provide a detailed daily operations plan for the suggested unit(s) including the skill level needed to perform these tasks.

The report will answer the following questions: Does the manufacturer of the recommended units supply onsite training or other support? Do they offer online monitoring? If so, please describe. Please detail the warranty and indicate if they can provide financing? Provide 3 contact references of people using similar units.

** The chosen design must leave the current heating system remain in place for back up.

Draft Report: The successful Proposer will consolidate its findings and prepare a draft report to the Haines Borough Manager by May 1, 2012. The Manager will provide comments and future direction to the consultant before May 15, 2012.

Final Report: The final report (both hard copy and electronic) will be due by June 15, 2012.

Selection Process/Award Criteria

The selection of a consultant/engineer to perform the requested services will be made in accordance with Borough Code. Proposals will be evaluated on the basis of advantages and disadvantages to the Borough using the criteria described in this section. Please note that a serious deficiency in any one criterion may be grounds for rejection and that the listing of costs as an evaluation factor does not require the Borough to select the firm that submits the lowest cost. The Borough shall have the right to obtain, from any and all sources, information concerning a Proposer, which is deemed pertinent to the RFP, and to consider such information in the evaluation of the Proposer's proposal. Oral interviews may or may not be held at the sole discretion of the Borough.

Proposals shall at a minimum address each of the following criteria:

EVALUATION CRITERIA	MAXIMUM SCORE
1. Key Personnel: Identify the professional qualifications of the proposed lead manager and key personnel. Address each person's availability for this RFP work product. Describe prior business cases or cost/benefit analysis, and wood heat studies	35
2. Experience of Firm or Team: Discuss the firm's or teams experience in providing this type of services. Provide three references.	25
3. Approach to Project: Describe the firm's or team approach and schedule for this project. Describe the firm's or team quality control for this RFP work product.	25
4. Cost: Submit a statement of cost. The statement of cost shall be submitted in a separate envelope labeled "Statement of Cost."	15
	100

Evaluation Procedure

1. Evaluation: Proposals will be evaluated in accordance with Borough code.

Evaluation of the Proposer's responses to the "Selection Process/Award Criteria" will result in a numerical score for each proposal. Each criterion has an assigned weight, which is the percentage of the maximum possible points obtainable. The maximum points obtainable for any proposal is equal to the product of 1000 multiplied by the number of Evaluators.

2. Scoring of Proposals:

2.1 Cost Proposals will be separated from Proposer's responses to other criteria.

2.2 Each Evaluator will individually rate the Proposer's response to each criterion described under "Selection Process/Award Criteria." Ratings will be based solely on the contents of proposals. A rating of "10" indicates highly responsive; ratings of "9-1" indicate progressively less responsiveness and a rating of "0" indicates non-responsive. Ratings are multiplied by the assigned weights for each criterion to obtain criterion scores.

2.3 After scoring the Evaluation Criteria, the **Cost Proposals** will be opened and scored as stated within the criteria descriptions.

2.4 The total score for each Proposer will be obtained by summing the scores determined for each criterion. The order of ranking shall be the highest scored Proposer ranked first, next highest scored second and et cetera.

3. Selection Procedure: Evaluators may discuss factual knowledge of, and may investigate Proposer's prior work experience and performance; including projects referenced in the proposal and may contact listed references or other persons knowledgeable of the Proposer's past performance. Factors such as overall experience relative to the proposed contract, quality of work, control of cost, ability to meet schedules and past performance with the Borough may be addressed.

If any issues of significant concern to the proposed contract are discovered, the Borough may provide written recommendations for consideration during contract negotiations.

4. Proposer Interviews: The Borough may decide to conduct discussions (or "interviews") with Proposers whose proposals are determined likely to be selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Proposers selected by the Borough for discussions may be permitted to submit Best and Final Offers (BAFO) for final Borough

evaluation. After discussions and any BAFO's, the Borough will determine the final scoring and ranking for contract negotiations by evaluating written and oral responses using only the Evaluation Criteria set forth in this RFP.

5. Cost Evaluation

The Cost Proposal shall be submitted on a separate sheet of paper in a separate sealed envelope marked on the outside to identify it as COST PROPOSAL and with the names of the Project and Proposer.

Contract Award: The Borough will begin negotiations with the highest ranked firm. If an agreement cannot be reached on contract terms, negotiations will be terminated, and negotiations will be conducted with the next highest ranked firm and so on, until an agreement is reached, or until the Borough exercises its right to cancel the solicitation.

Pre-Proposal Conference: There will not be a pre-proposal conference.

Submittal Deadline and Location: Proposers are responsible to assure delivery prior to deadline. Only proposals received at the Borough Offices prior to the date and time specified will be considered.

Proposals to Remain Open: The Proposers shall guarantee the proposal for a period of sixty (60) calendar days from submittal deadline.

Proposal Basis for Negotiation: This proposal shall be the basis for commencing contract negotiations, if any.

Addenda: Every effort will be made by the Borough to ensure Proposers receive all addenda when issued. Addenda may be issued by any reasonable method such as hand delivery, mail, email, facsimile, courier and in special circumstances, by phone. It is the Proposer's responsibility to ensure receipt of all addenda. No claim or protest will be allowed based on the Proposer's allegation that the Proposer did not receive all of the addenda.

Cost Incurred Prior to Contract: Proposers are specifically advised that a contract shall not be in effect until the Borough executes a written agreement. The Borough shall not be liable for any cost incurred by a Proposer in response to this solicitation, including any work done, even in good faith, prior to execution of a contract.

Proprietary Information: Proposers shall not include proprietary information in proposals if such information should not be disclosed to the public. Any language with a submittal purporting to render all or portions of a proposal confidential will be disregarded. Proprietary information, which may be provided after selection for contract negotiations, will be confidential, if expressly agreed by the Borough.

Minor Informalities: The Borough expressly reserves the right to waive minor informalities, negotiate changes or reject any and all proposals and to not award the proposed contract, if in its best interest. "Minor informalities" means matters of form rather than substance which are evident from the submittal, or are insignificant matters that have a negligible effect on price, quantity, quality, delivery or contractual conditions and can be waived or corrected without prejudice to other Proposers.

Receipt and Opening of Proposals: The Borough must receive all proposals including any amendment or withdrawal prior to the scheduled time for submitting proposals. Any proposal, amendment, or withdrawal which has not been actually received by the Borough prior to the scheduled time for submitting proposals, shall not be considered. No responsibility shall be attached to any officer, employee or agent of the Borough for the premature opening of, or failure to open, a proposal improperly delivered, addressed or identified.

Until award of the contract, the Borough reserves the right to reject any or all proposals, to waive technicalities or to advertise for new proposals without liability against the Borough.

Receipt of proposals will be publicly acknowledged at the submittal deadline and location.

Disqualification of Proposers: Either of the following reasons may be considered as being sufficient for the disqualification of a Proposer:

- More than one proposal for the same work from an individual, firm, or corporation under the same or different name. [A party who has quoted prices to a Proposer is not thereby disqualified from quoting prices to other Proposers or from submitting a proposal directly for the project.]
- Evidence of collusion among Proposers as set out in Section 102-1.13, Alaska DOT Standard Specifications for Highway Construction, 2004 Edition.

Rejection of Proposals: The Borough reserves the right to reject any and all proposals. When such rejection is in the best interests of the Borough; to reject the proposal of an Proposer who has previously failed to perform properly, or complete on time, contracts of a similar nature; to reject the proposal of an Proposer who is not, in the opinion of the Borough, in a position to perform the contract; and to reject a proposal as nonresponsive where the Proposer fails to furnish the required documents, fails to complete the required documents in the manner directed, or makes unauthorized alterations to proposal documents.

Non-Responsive Proposals: Proposals shall be considered nonresponsive and

shall be rejected if there are unauthorized additions, conditional or alternative proposals, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.

Award and Execution of Contract: Proposer will be requested to execute certain documents that shall include a contract agreement.

No contract agreement shall be considered as effective until it has been fully executed by all of the parties thereto.

Failure to Execute Contract: Failure of the successful Proposer to appropriately execute and return the Borough professional services agreement and other documents within seven (7) days after receipt from the Borough will be just cause for the rejection of the award. Award may then be made to the next lowest responsive and qualified Proposer, or the work may be re-advertised.

If the Borough does not execute the contract agreement within fifteen (15) days following receipt from the Proposer of all required documents appropriately executed for the award of the contract, the Proposer shall have the right to withdraw its proposal without penalty.

Proposal Property: Once proposals are opened, they become the property of the Borough and shall not be returned. Proposals may be withdrawn by submitting a written withdrawal request to the same address to which the proposal was submitted if said request is received by the Borough one (1) hour prior to the bid opening time and date. The proposal shall be returned to the proponent unopened.