



## Alaska Energy Authority

# SMALL PROCUREMENT DOCUMENTS

for Construction Related Professional Services - RFP, Proposal & Award per  
AS 36.30.320 and 2 AAC 12.400

## PART A - REQUEST FOR PROPOSALS

### GENERAL INFORMATION

These documents consist of three parts (Part A - Request for Proposals; Part B - Proposal Form; Part C - Contract Award, Notice to Proceed & Invoice Summary), -- **plus the current edition dated April 2012 of the Standard Provisions Booklet** (DOT&PF Standard Provisions for Small Procurements of Construction Related Professional Services) that is hereby incorporated by reference. The Booklet will not be distributed with any of the three parts; however a

copy may be obtained in person at the Contracting Agency's office or by telephoning the Agency to obtain instructions for receiving an electronic copy. The Booklet contains copies of the Small Procurements Procedure (Chapter 2 of the PSA Manual), Appendix A (General Conditions), Appendix C (Compensation), Exhibit C-1 (Methods of Payment), Appendix D (Indemnification and Insurance), and Appendix E (Certification for Licenses and Insurance).

Project Title: Electrical Engineering Services in Support of the Railbelt Transmission Lines	Contracting Agency: Alaska Energy Authority 813 West Northern Lights Anchorage, AK 99503
Project Number(s): N/A RFP #: 2013-0279	
Project Site (City, Village, etc.) Alaska Railbelt	
Agency Contact: Bryan Carey, Engineering Manager	Phone: (907) 771-3065 Fax: (907) 771-3044
Estimated Amount of Proposed Contract: <input type="checkbox"/> less than \$25,000 <input type="checkbox"/> \$25,000 to \$50,000 <input checked="" type="checkbox"/> \$50,000 to \$100,000	

REQUIRED SERVICES: ☒ are described in the enclosure consisting of One (1) page, dated  
OR: ☐ are described as follows:

**Note:** Offerors shall carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the purchasing authority before proposal due date. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective solicitation and exposure of Offeror's proposals upon which award could not be made. Protests based upon any omission, error, or the content of the solicitation will be disallowed if not made in writing before the proposal due date.

PERIOD OF PERFORMANCE: Begin: July 2013 End: December, 2013

### PROPOSAL FORMAT

Written proposals to provide the required services shall consist of the enclosed "Part B - Proposal Form", completed as indicated, plus a **letter not to exceed five (8.5" x 11") pages**. If a Price Estimate

is required, the page limit does not include the Price Estimate. Proposals that exceed the page limit may be disqualified. Proposals may be faxed or hand delivered to the Contracting Agency.

## PRICE AND METHOD OF PAYMENT

- ☒ ***A Price Estimate is NOT required with your proposal.*** The selected Offeror shall submit a Price Estimate within **one** business day following a request from the Contracting Agency.
- ☐ ***A Price Estimate is required with your proposal.***

A Price Estimate shall include all tasks to perform the contract and be prepared in the format shown below. Note that a Price Estimate is not a bid. It is a negotiable offer. A Fixed Price contract is desirable; however, a Cost Reimbursement contract may result if a Fixed Price cannot be negotiated.

**PRICE ESTIMATE FORMAT** (if required per above)

1. \* Direct Costs of Direct Labor (DCDL). Provide a table with the following columns (Names required only for key staff and persons "in-responsible-charge"):  

<u>Job Classification</u>	<u>Name</u>	<u>Total Hours</u>	<u>Rate (\$/hr) *</u>	<u>Estimated Cost (\$)</u>	<u>Total DCDL \$</u> _____
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2. \* Indirect Costs (IDC). IDC Rate: \_\_\_\_\_% Total IDC \$ \_\_\_\_\_
3. Subcontracts. List each, the amount for each and **attach an estimate in this format for each**. Total Subcontracts \$ \_\_\_\_\_
4. Expenses. (Equipment, transportation, food and lodging, reproduction, etc. - if not included in Indirect Costs.) Amounts shall be based on actual cost to the Offeror, without any profit or other markup. Provide a table with the following columns:  

<u>Item</u>	<u>Quantity</u>	<u>Cost (\$/Unit)</u>	<u>Estimated Cost (\$)</u>	<u>Total Expenses \$</u> _____
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5. \* Total Estimated Cost. Sum of DCDL + IDC + Subcontracts + Expenses. Total Cost \$ \_\_\_\_\_
6. \* Proposed Fee. List a proposed **amount** (not a percentage) for profit. Fee \$ \_\_\_\_\_
7. Total Estimated Price. Sum of Total Estimated Cost plus Proposed Fee. Total Price \$ \_\_\_\_\_
- \* Sole proprietorships and small firms that do not maintain an accounting system that separately identifies costs for "payroll" benefits and overhead, for routine allocation of such costs to jobs, may omit items 2, 5, & 6 if the Rates (\$/hr) in Item 1 are proposed as Billing Rates (DCDL + IDC + FEE). **Firms that routinely allocate Indirect Costs to projects may not use Billing Rates for this estimate.**

## SUBMITTAL DEADLINE AND LOCATION

DATE: **June 28, 2013**

PREVAILING TIME: 4:00 PM

FAX: (907) 771-3044

OR Email: **AMORTON@AIDEA.ORG**

Hand deliver proposal directly to following location, and person, if named; or Fax to a number above:

Alaska Energy Authority  
Attn: Andrew Morton  
813 West Northern Lights  
Anchorage, AK 99503

When submitting proposals, please make sure to identify the project title and the RFP number on the outer envelope of the submittal package

Late proposals will not be considered. **Offerors** are responsible to assure timely delivery and receipt and **are encouraged to respond at least four business hours prior to the above deadline.** Any addendum issued less than 24 hours prior to a Deadline will extend that Deadline by a minimum of an additional 24 hours. The Contracting Agency shall not be responsible for any communication equipment failures or congestion and will not extend the deadline for any proposals not received in their entirety prior to the deadline. Except for hand delivered proposals, confirmation of receipt by telephone or other means four hours or less prior to deadline will **not** be provided. (An out-of-town/state Offeror may electronically transmit their proposal to a local personal representative who may reproduce a copy of it and deliver it "in person" to the submittal location prior to the deadline.)

## BASIS OF SELECTION

This solicitation does not guarantee that a contract will be awarded. All proposals may be summarily rejected. Our intent, however, is to select a Contractor based on the following criteria:

- 1) Demonstrated comprehension of required services.
- 2) Relevant experience and credentials of proposed personnel including any subcontractors.
- 3) Reasonableness of proposed schedule for performance.
- 4) Price Estimate (*if* required with proposal).
- 5) Other (specify): None

Proposals will be evaluated per Chapter 2 of the DOT&PF PSA Manual.

END OF PART A



## Electrical Engineering Services in Support of the Railbelt Transmission Lines

### Scope of Services

June 18, 2013

The Alaska Railbelt connects Fairbanks, Alaska on the North to Seward and Homer, Alaska on the South by transmission lines. Along the transmission are six utilities that serve more than 75% of the load of the State of Alaska. Alaska Energy Authority (AEA) requires an engineering consultant that shall assist AEA with planning for future required transmission, reviewing technical engineering documents, economic dispatch of future Railbelt generation units, and coordinating with utilities. Planning shall utilize the existing Alaska 2020 transmission plan and cover the time period of existing, construction and operation of Susitna-Watana Hydroelectric Project. The requirements of the consultant are as follows:

1. Substantial working experience with the Alaska Railbelt transmission and generation system.
2. Working & planning experience with the six utilities that produce and receive energy from the Railbelt transmission system.
3. In depth understanding of thermal and hydro generation, operation, economics, and dispatch.
4. Knowledge of economic dispatch modeling of thermal, hydroelectric, and wind generation.
5. Experience with utility grade energy storage systems.
6. Not an existing electrical engineering contractor to AEA for the Susitna-Watana Hydroelectric Project.
7. All personnel acting in responsible charge for all Engineering functions require a current Alaska Registration and must be identified in your proposal.

Proposer will be providing engineering review of conceptual electrical transmission system designs, engineering studies, and economic dispatch modeling. Proposer will prepare memos from the design, operation, and economic dispatch for AEA. As directed, proposer will meet with AEA or utility technical staff on conceptual system design and operation.

Term: Services will be required through December 31, 2013, but may be extended if additional services are required.

# SMALL PROCUREMENT DOCUMENTS PART B - PROPOSAL FORM

**THIS COMPLETED FORM MUST BE THE FIRST PAGE. NO OTHER COVER SHALL BE USED.**

Project Title: Electrical Engineering Services in Support of the Railbelt Transmission Lines  
RFP No.: 2013-0279

## PROPOSAL REQUIREMENTS

Proposals shall demonstrate comprehension of the objectives and services for the proposed contract; include a brief overview of what will be done; and show a sequence and schedule for each important task. Assumptions made in formulation of the proposal and the support expected from the Contracting Agency shall be defined. The key individuals who will perform services shall be named (including all who would be "in responsible charge" (Ref: AS 08.48) for Architecture, Engineering and/or

Land Surveying with their Alaska registration number). Include a brief -- about one paragraph -- statement for each person named which describes **experience directly related** to the service(s) they will perform. Proposed subcontracts, if any, shall be explained. Resources -- support personnel, facilities, equipment, etc. -- current and projected workload could be summarized. Any **unique** qualifications or knowledge of the project, project area, or services to be provided, should be identified.

**ALASKA STATUTORY PREFERENCES** ☒ **are** ☐ **are not** applicable to this contract.  
If applicable, check those preferences that you (Offeror) claim.

☐ Alaska Bidder (Offeror) **AND>>** ☐ Veterans **AND >>** ☐ Employment Program **OR** ☐ Disabled Persons  
2 AAC 12.260(d) AS 36.30.175 if applicable AS 36.30.170(c) AS 36.30.170 (e & f)  
Invalid claim(s) will result in the Offeror's disqualification for contract award.

## PROPOSAL

The undersigned has reviewed Part A - RFP of these documents, understands the instructions, terms, conditions, and requirements contained therein and in the Standard Provisions Booklet, and proposes to provide the required services described in Part A in accordance with the attached letter which constitutes our proposal to complete the project.

will be placed if this contract is awarded and that failure to comply with these Certifications is a fraudulent act. The Contracting Agency is hereby authorized to request any entity identified in this proposal to furnish information deemed necessary to verify the reputation and capabilities of the Offeror and Subcontractors. This proposal is valid for at least ninety days.

By my initials below, I certify that the Offeror and all Subcontractors identified in the Proposal shall comply with all requirements for the following items as explained in the Standard Provisions Booklet:

- [ ] Alaska Licenses and Registrations.
- [ ] Insurance, including Workers' Compensation, Comprehensive or Commercial General Liability, and Comprehensive Automobile Liability.
- [ ] Professional Liability Insurance as follows:
  - ☐ As available.
  - ☒ Minimum of \$300,000.

I further certify that I am a duly authorized representative of the Offeror; that this Proposal accurately represents capabilities of the Offeror and Subcontractors identified for providing the services indicated. I understand that these Certifications are material representations of fact upon which reliance

Signature **and Date**

Name ..... :  
Title ..... :  
Offeror (Firm) ..... :  
Street or PO Box..... :  
City, State, Zip ..... :  
Telephone - Voice..... :  
Telephone - Fax..... :

Federal Tax Identification No..... :  
Type of Firm (Check one of the following):  
☐ Individual ☐ Partnership  
☐ Corporation in state of..... :  
☐ Other (specify)..... :

END OF PART B