



**IMPORTANT NOTICE
FOR**

***Requests for Proposals #AEA-11-002 for
Technical Assistance Service Providers for Alaska Small Cities Energy Efficiency
and Conservation Block Grants (EECBG)***

**RFP ISSUE DATE: July 8, 2010
RFP DUE DATE: July 30, 2010**

Interested Providers that want to be notified of updates or changes to this Request for Proposals MUST fill out the following information and reply via email or fax; otherwise we will be unable to notify the Provider of possible addenda to this RFP.

Please provide the following information by fax or email to the contact below:

Company name _____
Contact name _____
Company address _____
Telephone number _____
Fax number _____
Email address _____

Return to:

Contact: Rebecca Garrett
Email: rgarrett@aidea.org
The Alaska Energy Authority
813 West Northern Lights Blvd.
Anchorage, AK 99503
Fax: (907) 771-3044
Phone: (907) 771-3000

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1.0 INTRODUCTION AND INSTRUCTIONS

1.1 Purpose

The Alaska Energy Authority (Authority) is requesting proposals from available and interested qualified service providers (Providers) to assist 55 small cities (Cities) in implementing their Alaska Small Cities Energy Efficiency and Conservation Block Grants (EECBG). A “City” is defined as either a city or a borough grant recipient of these funds. A list of Cities by region and funding available for each City is included in section 1.12 below. Total funding under this RFP is \$2,704,800.

The source of funding for these grants is the American Recovery and Reinvestment Act (ARRA) through US Department of Energy (US DOE). A total of 97 Cities applied for EECBG projects. Of these, 42 grants have been awarded by the Authority directly to Cities. The remaining 55 Cities requested assistance in implementing the program. The Providers selected as a result of this solicitation will work directly with these Cities in implementing their energy efficiency improvements.

Information specific to this RFP and the grant proposal process that the Cities completed and their grant requirements are available at <http://www.akenergyauthority.org/eecbg.html>.

Selected Providers will be expected to:

- Comply with all Grant requirements, terms, and conditions imposed on the City under their Block Grant;
- Contact the Cities within the regions the Provider has been selected to serve; (contact information is available in the grants applications for each City, which are provided as Appendix A and on the web site listed above);
- Enter into an agreement with each City (Agreement form is provided as Appendix B);
- Conduct an energy audit or a needs assessment either in person or through phone contact;
- Develop and implement work plans;
- Conduct and coordinate procurement and shipping of materials;
- Work with the Cities to encourage the use and training of local labor;
- Provide for the installation of the identified energy efficiency measures (including lighting and controls, building envelope improvements, mechanical system improvements, energy conservation measures, and other electrical and heat energy saving equipment);
- Provide for reporting to the Authority and to the Cities.

1.2 Introduction

This request for proposals (RFP) sets out the purpose, instructions, requirements, evaluative criteria, and other information on submitting a proposal to the Authority to participate in this program.

This RFP is organized as follows:

Section 1: Introduction and Instructions - describes program and procedural

requirements for preparing and submitting a proposal.

Section 2: Project Requirements - describes the project requirements of Cities under this program and expectations of Providers.

Section 3: Proposal Format Requirements - describes the format and requirements for submitting a proposal as a Provider.

Section 4: Proposal Evaluation Process and Criteria - describes the criteria that will be used to evaluate and rank recommended proposals.

Section 5: Appendices - provides additional reference material to assist Providers in understanding this program

1.3 Government Roles and Responsibilities

US DOE

US DOE has made funding available through the Energy Efficiency and Conservation Block Grants (EECBG), with funding provided as part of the American Recovery and Reinvestment Act.

Alaska Housing Finance Corporation (AHFC)

AHFC is the recipient organization of Alaska's EECBG funding, and provides the funding via Reimbursable Service Agreement (RSA) to the Alaska Energy Authority to administer for the Cities.

The Alaska Energy Authority

The Alaska Energy Authority is responsible for administering the implementation of the Alaska Small Cities Energy Efficiency and Conservation Block Grants on behalf of US DOE through an RSA from the Alaska Housing Finance Corporation. The Authority's role is to disburse grant funds in accordance with the federal grant program.

Local Governments

The work being completed by Providers under this program will be completed on behalf of the local city or borough governments (Cities) who are the recipients of the Grant funding. The local City will assist the Provider in selecting which buildings or facilities would be the highest priority in their City, provide authorization to the Provider for the work, and execute an assignment for payment to the Provider for work to be completed under their grant. Cities may also be able and willing to provide additional resources and local force account workers, i.e. laborers or maintenance staff to assist in implementing any upgrades.

1.4 Related Programs

The Authority is concurrently seeking proposals for a very similar program called the Village Energy Efficiency Program (VEEP). VEEP is also funded by ARRA, through US DOE, but through a different sub-program called the State Energy Program (SEP). The funding will assist 21 villages with energy efficiency improvements to their public facilities. Proposers are encouraged to read about this program and consider submitting proposals for both EECBG and VEEP. Both programs award work by geographic regions. The Authority may select the same Provider to serve a geographic region for both programs to improve the efficiency of the

services delivered. Additional information about the VEEP RFP may be found on the same Authority web site listed in 1.1 above.

1.5 Eligible Providers

To be eligible to do work under this program a Provider must:

- Have experience conducting energy audits and performing energy efficiency retrofits, including familiarity with updated best practices in: cold climate building science, energy efficient equipment (such as lights and motors), and energy conservation techniques;
- Have demonstrated experience working in and with rural Alaskan communities on similar projects;
- Be appropriately licensed to do business in Alaska. The Provider will be required to hold a General Contractor's License if conducting general contractor services, and ensure that work is being conducted by appropriately licensed and qualified contractors and individuals.
- Be willing to assist all the communities within a given region of the state as defined by the solicitation.
- Be selected by the Authority to provide these services for a specific group of cities.

Providers who do not meet these requirements will not be considered for selection.

1.6 Submitting a Proposal

Providers must submit their proposal by one of the following methods:

- Email to the address below;
- Mail or hand-deliver one paper copy of the proposal to the address below.

rgarrett@aidea.org (Subject: EECBG Service Provider Proposal)

Alaska Energy Authority
AEA-10-021 EECBG Service Provider Proposal
813 West Northern Lights Blvd.
Anchorage, AK 99503

1.7 Proposal Deadline

All proposals must be received by the Authority no later than 4:30 pm on July 30, 2010. The Provider is solely responsible for complete and timely submission of a proposal. Failure to meet the deadline will result in the proposal being rejected without review.

1.8 RFP Project Web Page

Public information regarding project proposals may be viewed on the Authority's EECBG web page at <http://www.akenergyauthority.org/eecbg.html>.

Throughout the proposal process, the following information and documents may be found on this web page:

- The RFP
- RFP Appendices
- FAQs - A summary of relevant questions received regarding the RFP and responses
- Clarifications and addenda to the RFP

1.9 Questions about the RFP

Proposers should carefully review all documents and visit the web page prior to contacting the EECBG Project Manager with questions. Any questions regarding the RFP or grant documents should be directed to:

EECBG Project Manager: Rebecca Garrett
Alaska Energy Authority
813 West Northern Lights Blvd.
Anchorage, AK 99503
Phone: (907) 771-3042
Fax: (907) 771-3044
Email: rgarrett@aidea.org

Questions that require clarification or interpretation of this RFP should be submitted in writing (letter or email) no later than **4:30 pm Monday, July 19, 2010**.

The Project Manager may contact the proposer directly by phone or email to respond to non-material questions. The Project Manager will post the answer to material questions on the project web page.

1.10 Modifications of the RFP

Providers may submit written requests for modifications to this RFP to the Project Manager no later than **4:30 pm Monday, July 19, 2010**.

Acceptance or denial of the request is solely at the discretion of the Authority. If the Project Manager does not issue a written modification within 5 work days from submittal of the request, the request shall be considered denied.

Modifications to this request for proposals may be issued at any time prior to the deadline for receipt of proposals at the Authority's option. If modifications are issued within 10 days of the deadline for proposals, the proposal deadline may be extended to allow time for Providers to respond to any changes.

All modifications to this RFP will be in writing and posted on the project web page at <http://www.akenergyauthority.org/eeecbg.html> and the Authority will provide email notice to those registered as described on the cover page of this RFP.

1.11 RFP and Project Schedule

Below is a tentative schedule of critical dates as it relates to this project and subsequent grant award. Changes may occur as required.

Task	Target Dates
Proposal Due Date	July 30, 2010
Complete Evaluation of Proposals	August 5, 2010
Finalize Grant Awards	August 13, 2010
Begin Projects	August 13, 2010
Complete Work, Submit Final Invoice	August 31, 2012
Final Report Due	September 15, 2012

Additional work may be requested by the Authority upon availability of additional grant funds for the areas which grants are awarded.

1.12 Program Funding Constraints

Work resulting from this RFP is subject to the availability of appropriations for the purposes of the grants awarded to the cities at the dollar amounts indicated below. The Authority currently has \$2,704,800 available for this project from the US Department of Energy.

Below are the Cities and grant amounts, grouped by geographic region.

City	Region	Dollar Amount
City of Akutan	Aleutians	\$72,300
City of Chignik	Aleutians	\$14,600
City of Cold Bay	Aleutians	\$17,000
City of False Pass	Aleutians	\$13,100
City of Port Heiden	Aleutians	\$17,000
Total Aleutians Region		\$134,000
City of Aleknagik	Southwest	\$28,900
City of Clark's Point	Southwest	\$14,200
City of Dillingham	Southwest	\$193,400
City of Egegik	Southwest	\$14,800
City of Manokotak	Southwest	\$43,600
City of Newhalen	Southwest	\$22,500
City of Togiak	Southwest	\$72,700
Total Southwest Region		\$390,100
City of Houston	Southcentral	\$147,200

City of Kachemak	Southcentral	\$45,400
City of Seldovia	Southcentral	\$32,200
Total Southcentral Region		\$224,800
City of Galena	Interior	\$55,300
City of Hughes	Interior	\$16,400
City of McGrath	Interior	\$34,800
City of North Pole	Interior	\$174,000
City of Ruby	Interior	\$22,500
Total Interior Region		\$303,000
City of Anaktuvuk Pass	North Slope	\$32,200
City of Atkasuk	North Slope	\$26,800
City of Nuiqsut	North Slope	\$43,100
City of Point Hope	North Slope	\$65,700
City of Wainwright	North Slope	\$51,800
Total North Slope Region		\$219,600
City of Buckland	Northwest	\$45,800
City of Elim	Northwest	\$33,200
City of Kiana	Northwest	\$40,000
City of Kobuk	Northwest	\$18,500
City of Koyuk	Northwest	\$36,100
City of Noorvik	Northwest	\$60,200
City of Saint Michael	Northwest	\$43,900
City of Selawik	Northwest	\$76,100
City of Shaktoolik	Northwest	\$27,400
City of Shishmaref	Northwest	\$55,900
City of Shungnak	Northwest	\$31,300
City of Teller	Northwest	\$30,300
City of White Mountain	Northwest	\$24,900
Total Northwest Region		\$523,600
City of Gustavus	Southeast	\$45,000
City of Hydaburg	Southeast	\$36,700
City of Klawock	Southeast	\$71,300
City of Pelican	Southeast	\$18,900
City of Petersburg	Southeast	\$245,200
City of Tenakee Springs	Southeast	\$17,700
City of Thorne Bay	Southeast	\$44,400
Total Southeast Region		\$479,200
City of Alakanuk	West	\$62,400

City of Emmonak	West	\$72,100
City of Goodnews Bay	West	\$27,600
City of Kwethluk	West	\$69,700
City of Lower Kalskag	West	\$30,000
City of Mekoryuk	West	\$25,300
City of Napakiak	West	\$37,200
City of Nunam Iqua	West	\$26,200
City of Scammon Bay	West	\$51,600
City of Upper Kalskag	West	\$28,400
Total West Region		\$430,500

TOTAL ALL REGIONS **\$2,704,800**

Providers must take these limits into account when preparing their proposal. The Provider will not be reimbursed for any project costs outside the scope of the cities' grants or beyond the amount of grant funds available to complete the projects for each city under this program.

1.13 Service Provider Reimbursement

The Provider will be responsible for accounting for all the City's grant expenses in accordance with the agreement they execute with the city. Upon the Provider executing their agreement with each city (Appendix B) the Authority will execute an assignment agreement, with the City (Appendix C) to provide direct reimbursement to the Provider for services they provide on behalf of the City.

Providers are required to submit certified requests for reimbursements (see [Appendix I](#)) that document commitments and expenditures, and quarterly metrics reports (see [Appendix H](#)) and demonstrate meeting the program requirements identified in the grant. Reimbursements may be requested as frequently as monthly and as infrequently as with each quarterly report. Quarterly reports are due the 15th day of September, December, March and June from initiation until a final report is issued and the grant is closed out.

Reimbursement to a Provider under this program will be on a cost reimbursable basis.

No reimbursement shall be made until the request for reimbursement is certified and submitted by the Provider and the request is approved and authorized by the Authority.

The request for reimbursement forms must separately identify the expenses by City for this program. These may be submitted in a single Excel file with a separate tab for each city.

If a Provider is also awarded a grant under the VEEP program, the income and expenses of both programs must be tracked separately.

A Provider is required to account for and document all expenditures of the grant and any actual resource contributions by the City. All requests for reimbursement are subject to audit by the Authority.

1.14 Proposal Preparation Costs

The Authority shall not pay for any costs incurred by the Provider to prepare and submit their proposal. No costs incurred by the Providers in preparation of their proposal may be charged as an expense of performing work on behalf of the Cities.

1.15 Proposal Content Requirements

The proposal should include a narrative following the guidelines given in Section 3 and elsewhere in this document, and a budget form, provided in Appendix E.

1.16 Correction, Modification or Withdrawal of Proposals

A proposal may be corrected, modified or withdrawn by providing a written request from an authorized representative of the Provider to the Project Manager before the time and date set for receipt of the proposals.

After proposals are opened, modifications may be allowed prior to completion of the evaluation process if the Authority determines that it is in the best interest of the program to allow modifications.

Providers who may be recommended to assist Cities may be requested to clarify, modify, or correct their proposal.

Providers who fail to respond to requests for clarifications, modifications, or corrections within a specified time period may be rejected.

1.17 Evaluation of Proposals - General

All proposals received will be reviewed and evaluated by a committee that will be made up of Authority employees or others as may be appropriate. The evaluation will be based on the evaluation factors set out in Section 4.0 of this RFP.

If a proposal is rejected the Provider may submit a request for reconsideration to the Authority Executive Director. The request must be in writing and received by the Authority no more than 10 days after the Provider has been given notice of the rejection.

1.18 Disclosure of Proposal Contents

Proposals will be opened and evaluated in such a way as to avoid disclosure of contents to competing Providers during the evaluation process and as necessary prior to notice of selection of Providers.

All proposals will be kept confidential until after the Authority makes a final decision regarding selection of Providers.

The Authority will notify all Proposers of the evaluation outcome and post on its web site a list of selected Providers for each region.

All proposals and material submitted become the property of the Authority and may be returned only at the Authority's option. All proposals submitted will be kept on file by the Authority for a minimum of two years.

1.19 Notice of Selection of Providers

The Authority will give notice to Providers selected to assist Cities via email or phone. If changes, modifications or clarifications to a Provider's plan are needed, they will be identified at this time and a response date will be established prior to the Authority entering into a cooperative agreement with the selected Providers for each region.

1.20 Provider Agreement

Providers who are selected to assist Cities within a region will be required to sign a cooperative agreement with the Authority and agreements with each of the Cities they have been selected to assist.

1.21 Failure to Proceed

If a Provider fails to execute the cooperative agreement with the Authority or agreements with the City, the Authority or the City may select another Provider to assist the City in meeting the requirements of their Grant.

2.0 Program Requirements

The Providers under this project will have three primary areas of responsibility: coordination and project planning with the Cities, implementation of energy efficiency upgrades to include contracting and installation, and administration and reporting to the Authority.

2.1 Goals

The goal of this program is to provide technical assistance to small Cities in Alaska to plan, implement and report on energy efficiency and conservation measures and to provide the greatest energy savings potential so that the City's future energy costs are lower.

The Provider's role is to work with the City to identify the best energy efficiency improvements and to assist the City in implementing the projects selected collaboratively by the City and the Provider. Depending upon the situation, some Cities will require some level of energy audit service. In other Cities, obvious energy efficiency measures can be found that will use all grant funds available.

The Provider will be responsible for furnishing and installing all energy efficiency equipment, including lighting, boilers, insulation, motors, pumps, wiring and other equipment related to energy efficiency measures consistent with the requirements of the City's block grant.

2.2 Eligible Project Areas

All of the energy efficiency and conservation measures implemented must fall within the eligible project areas identified below:

2.2.1 Energy Efficiency Audits of Public Buildings.

No more than 50 percent of the funding may be used for energy audits. At least 50 percent of the funding must be used for energy efficiency or conservation measures (the implementation of the energy efficiency improvements), items 2-4 below.

2.2.2 Energy Efficiency Measures in Public Buildings.

These include, but are not limited to:

- Efficiency improvements to the building thermal envelope
- Efficiency improvements to the building heating, air conditioning and/or ventilation system
- Efficiency improvements to building lighting systems and controls, both indoor and outdoor
- Efficiency improvements to the building's electrical load, including motors, pumps, water heaters, heat trace, control equipment (such as timers or occupancy sensors), exit signs, refrigeration, appliances, and other electric loads.

2.2.3 Energy Efficiency Measures to Other Public Facilities

Includes measures such as street or trail lighting, or other public infrastructure.

2.2.4 Energy Conservation Measures

Energy conservation measures are defined as energy reductions due to human behaviors. Eligible measures include establishing workplace energy efficiency policies, initiating workplace programs for employees regarding the conservation of energy, training, or other appropriate measures that reduce energy use through human behavior factors.

2.3 Task I Coordination and Planning

The Provider will be required to perform all planning and coordination necessary to assure the projects are successfully completed. At a minimum this task will include;

Coordination with City

- Contact all Cities in the region(s) assigned within two weeks of winning this award to introduce your organization, to provide your contact information to them, and to give them an outline of your approach and the timing they can expect.
- Enter into signed agreements with all Cities within six weeks of award (see Appendix B).
- Meet with City leaders to create a basic work plan, either in person or telephonically. The work plan should start with a review the efficiency projects of interest to the Cities, as identified in their grant proposals (see Appendix A). The plan should identify the buildings or public facilities that will receive audits and/or efficiency improvements, what

improvements will be conducted, an estimate of the level of “force account” local City labor that will be hired by the Provider, how much other local labor will be hired, what in-kind or cash resources the City or other funding sources will provide, and a timeline of the major milestones.

- Determine whether an on-site energy audit is needed to identify the energy efficiency measures to be implemented, or whether coordination with the City via phone is in the best interest of the City.
- When possible (within financial and City-interest constraints), conduct simple walk-through energy audits and provide the City a list of possible energy efficiency measures or energy conservation measures that could be implemented in their buildings and facilities. The Authority may be providing a form and format for this report. Prior to proceeding, check with the Authority for the report format, or a list of items to include. Prioritize this list, based upon your experience, the estimated payback period, the energy savings potential and the money savings potential. If desired by the City, conduct deeper analysis and more accurate cost and savings estimates. The energy audit portion of the costs may not exceed 50 percent of the total grant spending per City, and at least 50 percent of the grant funds must support actual energy efficiency or energy conservation measures.
 - If a walk-through energy audit is conducted, and so long as funding is available, the list of energy efficiency and conservation measures that should be addressed should include the following areas:
 - Establishing a building energy policy (a sample policy can be found on the Authority's web site at <http://www.akenergyauthority.org/eec-leadbyexample.html> or in Appendix F).
 - Indoor lighting
 - General lighting
 - 24-hour lights
 - Exit signs
 - Outdoor lighting
 - Lighting controls
 - Equipment in use
 - Refrigerators
 - Water heaters
 - Electronics and other plug loads
 - Pumps, motors
 - Heat trace
 - Other large equipment
 - Building envelope, for example:
 - Insulation levels
 - Sealing, weather stripping
 - Windows, doors and other apertures
 - Building envelope penetrations
 - Adequate ventilation/moisture control
 - Safety (combustion air supply, etc.)
 - Building heating system (or HVAC) efficiency
- If the City has provided its own list of pre-identified projects, review these projects for eligibility and cost effectiveness. If not eligible, or if much larger energy savings opportunities are not included in the City's list, advise the City of the other opportunities.

- Ensure that projects implemented are not solely maintenance projects. Projects may solve maintenance issues, but must also include a significant energy savings component.
- If a City's priority is outdoor LED lighting, please contact the Authority, as a group purchase of LED lamps may be possible across all regions and all Providers selected, if more than one is selected.
- Prepare and submit a detailed plan to the Authority prior to initiating energy efficiency measures, using the "Request to Proceed Form" provided on the Authority's web site and in [Appendix G](#). If an audit was conducted, include a copy of the audit report with the request to proceed form. The plan must be approved by the Authority and US DOE prior to proceeding.

2.4 Task II Implementation

The Provider will be required to coordinate the completion the work with each City. Implementation may be through the Provider conducting the work on behalf of the City or through the City doing the work under the oversight of the Provider, or by some combination thereof. Work will include:

- Purchasing supplies and materials, preferably in conjunction with all the Cities in the region to reduce purchasing and shipping costs.
- Providing or contracting with qualified individuals to complete the work, including City employees and local labor.
- Supervising the work to make sure it is properly completed and that funds are spent as proposed and as required by the grant agreement.
- Resolving any issues, claims or disputes with the City, contractors or suppliers regarding the work.
- Following up on warranty work or providing a means for the City to follow up with manufacturers or suppliers as appropriate.

2.5 Task III Reporting

At a minimum the Provider will be required to keep the Authority informed of the status of projects on a quarterly basis, and provide a final report for each City. This task is expected to include:

- Providing quarterly reports for each City served, including a financial report and project narrative, and an emailed digital metrics report, with a separate Excel tab for each City served. The reporting forms to be used are provided as [Appendix H and I](#), and are also located at www.akenergyauthority.org/eecbg.html.
- Submit a copy of any energy audit reports produced with either the Request to Proceed Form ([Appendix G](#)) or with the next Quarterly Report.
- For each building served, enter building energy use into EPA's Portfolio Manager at least quarterly, plus the previous two years' energy utility data. Instructions and links are provided in the reporting section on the Authority's web site: www.akenergyauthority.org/eecbg.html.
- Providing documentation that the work was completed as proposed (photos, invoicing).
- Providing a final report in electronic and hardcopy format by region, City, and building name. The final report will include photographs of installed work and pre-installation photos.

2.6 Other Terms and Conditions

1. Providers are required to comply with all ARRA terms and conditions included as [Appendix J](#) to this RFP.
2. Site evaluations may be performed by an Authority staff member either by random selection, or identified through other means.
3. The Provider must designate a project manager responsible for oversight of the project.
4. The Authority reserves the right to remove energy efficiency measures from the City plan based on the benefit/cost savings ratio or other reasons.
5. Digital photographs of completed and installed upgrades are required. These may be submitted in the final report and/or in quarterly reports. Additionally, as possible, signed photo release forms are requested, for photos that include identifiable people. This form is available at the project web site: www.akenergyauthority.org/eeecbg.html.
6. Providers may contract portions of the project tasks. All Providers are required to submit the names and addresses of known proposed subcontractors and the type and percentage of work they will be providing on this project. If the subcontractors are not known at the time of submitting their proposal the Provider should discuss how it intends to obtain qualified labor resources for completing the work and what, if any level of local City labor it intends to use.
7. Providers are encouraged to work with Cities to hire local workers to assist in completing work.

3.0 PROPOSAL FORMAT REQUIREMENTS

All proposals must contain the following information and be presented in the format outlined in this section. Proposals should focus on the requested information. Failure to follow this format for a proposal or failure to include complete information as requested may result in a lower score or disqualification of the proposal depending on the extent of the discrepancy.

Cities are grouped into regions to provide for possible economies of scale in performing work within a specific region. Proposals should address which regions the Provider is applying to serve. The regions must be specified on the Budget Form (Appendix E) as well.

3.1 Letter of Transmittal

The letter of transmittal must contain the complete name, address, and DUNS number of the organization submitting the proposal as well as the name, mailing address, telephone number and fax number of the contact person for the proposal. The letter must also include a statement confirming that the proposal will remain valid for at least ninety (90) days from the proposal receipt deadline. Providers should provide an executive summary as to why their organization should be selected for this grant. The letter must be signed by an individual authorized to bind the Provider to the provisions of the proposal.

3.2 Provider Methodology & Resources

This section should discuss your methods and resources you will use to accomplish the services required. At a minimum it should include:

1. A brief discussion of your organization and resources. Include who will be the project manager and any proposed subcontracts or suppliers, and/or how you intend to find and select the resources you will use to complete the work under this grant. A more complete description of your organization will be provided under section 3.3 below.
2. Identify your proposed coordination efforts with the Cities including identifying which regions you are interested in serving, your organization's maximum capacity in terms of the maximum number of Regions or Cities you could serve, a description of the regions you are applying service and your means and methods for prioritizing the projects. It is acceptable for a Provider to apply for more regions than they have the capacity to serve. Providers will not be awarded more than their capacity, but may be awarded fewer regions than they applied for.
3. Explain how you propose to perform the work necessary to accomplish the project goals and the tasks described in Section 2 of this RFP. Include a description of how you propose to use City labor and local labor where it may be available. If you feel the specific tasks described in Section 2 should be modified to accomplish the project goals, whether by adding tasks, removing tasks, changing tasks, or otherwise, please explain.
4. Discuss any suggestions you may have on how to maximize the funding available; include any proposed cost share, matching funds, or other leveraged fund opportunities.
5. Provide a work schedule with critical dates and proposed time frame for completing the tasks identified in your proposal.
6. Identify potential problems or requirements related to this project that you perceive may be encountered in performance of this project. Include administrative or legal concerns you may have with standard grant agreement language or specifications.
7. Provide any alternative suggestions that you believe could be helpful in meeting the objectives and goals of this RFP.

3.3 Organization and Personnel Qualifications & Experience

The proposal must include at least the following information about the organization and personnel:

1. Identify the project manager and key staff to be assigned to each component of the project and describe their responsibilities. Provide information on their training and experience. Include the resumes of all project staff.
2. List the most significant projects that have been performed by the organization in the last two years for services similar to the program requirements under Section 2. Include a

minimum of three references, a description of services provided to the client, and the name and telephone number of the Project Manager.

3. Describe your experience working in each of the regions for which you are applying, including, your knowledge of the area, people and cultures of the region.
4. If one or more subcontractors are to be used, include a description of responsibilities and the qualifications and experience of the staff and the firms.
5. Provide documentation about the Provider's financial capability. This documentation may be either in the form of a financial statement, or letters from the bank or bonding company. Similar information may be requested for any proposed subcontractors as well.

3.4 Cost

Providers must include in their proposal a description of how they would allocate costs for the tasks outlined in the scope of work. In addition to this descriptive budget narrative, provide actual dollar allocations in the categories provided on the EECBG Service Provider Budget Form.

Cities are established by region to provide for possible economies of scale in performing work within a specific region. Proposals must address all Cities within a region. The Cities and regions will be allocated funding in accordance with the schedule outlined in Section 2.12 above. If the allocation schedule can not be followed for some reason, such as Cities not using some or all of their grant funding, the Authority reserves the right to adjust the funding levels of the grants.

4.0 Proposal Evaluation Criteria and Process

4.1 Evaluation Process

4.1.1 Evaluation Committee

All proposals that meet the minimum requirements will be reviewed and evaluated (scored) by a committee on the basis of the evaluation criteria set forth in this section. The Evaluation Committee will consist of at least three representatives of the Authority.

The Evaluation Committee may request outside assistance as needed during the evaluation process to review or provide recommendations of specific aspects of a proposal, such as review of financial plans or proposed building requirements.

4.1.2 Initial Review

All proposals will be initially reviewed to see if they meet the minimum requirements of 1.5. Proposals that do not demonstrate meeting these requirements will be rejected without further review.

4.1.3 Evaluation Guidelines

Proposals will be opened and evaluated in a manner which avoids disclosure of the contents to competing Providers during the evaluation process and negotiations.

Evaluators may discuss factual knowledge of, and may investigate Providers' and proposed subcontractors' prior work experience and performance, including projects referenced in proposals, available written evaluations, listed references or other persons knowledgeable of a Provider's and/or a subcontractor's past performance. Factors such as overall experience relative to the proposed contract, quality of work, control of cost, and ability to meet schedules may be addressed.

All decisions of the Evaluation Committee will be documented in writing.

4.2 Evaluation Committee Recommendations

The Evaluation Committee may recommend to the Executive Director a Provider or Providers for selection based on the initial review and evaluation of proposals. They may reject all proposals, or they may request additional information from Providers.

Re-evaluation of proposals after interviews or discussions will be conducted by the same Evaluation Committee using the same criteria and weights laid out in this section.

4.3 Review of the Evaluation Process

Upon completion of the evaluations, the Authority Grant Manager will review the evaluation process to assure procedures were followed in accordance with this RFP. This process may include reviewing score sheets, proposals, discussions or any other materials presented to the Evaluation Committee. The Grant Manager may recommend that proposals be reevaluated prior to the Evaluation Committee making a final recommendation to award if he has reason to suspect an error was committed during the evaluation process.

4.4 Recommendation to the Executive Director

Upon completion of the review by the Grant Manager, the Evaluation Committee will provide a summary of the evaluation process with a recommendation to the Executive Director. The recommendation may be to proceed with negotiations and award to the highest ranked Provider(s), to request "best and final" proposals based on a modification of the requirements, or to recommend no award.

The Executive Director may approve or reject the evaluation committee's recommendation as proposed, or approve or reject the recommendations with additional terms or conditions.

4.5 Evaluation Criteria

4.5.1 10 points Understanding the Problem

Providers are required to show a clear understanding of the project and its goals. At a minimum this section may be evaluated against the following questions:

Does the Provider demonstrate understanding of the project and ARRA requirements? Does the Provider demonstrate understanding of how to maximize value to the Cities? Has the Provider discussed any possible problems that may arise during performance of the project and provided solutions?

4.5.2 35 points Methodology

At a minimum this section may be evaluated against the following questions:

Does the Provider's work plan include all objectives and tasks identified in the RFP? Has the Provider proposed a methodology that would provide the highest possible reduction in energy use while meeting the concerns of the Cities? Does the proposed process include involvement with appropriate Cities' contacts, contractors, and suppliers? Does the Provider provide for adequate support in terms of personnel and time? Are the persons with appropriate experience and qualifications working on this project on appropriately assigned tasks? Does the proposal identify personnel for the implementation phase, and do they have the necessary qualifications and experience? If not, does the Provider identify how it will acquire qualified personnel for the implementation phase and minimum requirements or expectations for those individuals? To what degree are key personnel committed to the project? Is the approach proposed technically and economically sound? Is the project budget reasonable based on what is proposed to be accomplished? Are the expectations the Provider has for the Authority, the Project Manager, and the Cities involved in this process reasonable? If the Provider is proposing an alternative work plan different than the tasks listed in Section 5, is it consistent with the City's grant requirements? To what extent does the Provider propose to use local labor?

4.5.3 35 points Qualifications and Experience of Firm and Personnel

Providers must demonstrate previous experience working in rural Alaska, working on similar projects, and must provide references. At a minimum qualifications and experience may be evaluated against the following questions:

Does the Provider have adequate demonstrated experience in managing similar projects? Are there appropriately qualified individuals and subcontractors in key positions? Has the Provider demonstrated they and their subcontractors are, or will be, appropriately licensed to do any work that may be required? What level of similar experience has been documented? Does the project manager have the necessary qualifications and experience? Does the Provider have experience in developing and operating similar projects in rural Alaskan Cities? Does the provider have any experience with ARRA projects and reporting requirements? What is the Provider's record for timeliness, being within budget, developing creative solutions to similar projects, success in previous projects? How does the Provider's experience and qualifications compare with the others? Do the examples provided document the quality of expertise and experience needed to successfully complete the grant? Are the examples from previous projects complete and relevant? Are the references positive; if not, are there adequate explanations or extenuating circumstances that should be considered? Are the personnel who are proposed to work on this job the same persons who worked on similar jobs for the firm? Are resumes complete?

4.5.4 20 points Cost

At a minimum this section will be evaluated against the following questions:

Are the time commitments and pay rates for key personnel reasonable to accomplish the objectives of the project? Are projected costs well justified? What is the percentage of indirect costs for the project as compared to the amount available for direct costs and specifically for energy efficiency and conservation measures that are proposed? Is there a strong approach to minimize travel costs while ensuring quality performance? How do proposals compare to each other? Has the Provider demonstrated any reasonable methods for reducing costs or providing funding from additional sources? Are there reasonable suggestions for minimizing costs?

5.0 Appendices

The following appendices are provided at www.akenergyauthority.org/eecbg.html

APPENDIX A Applications Submitted by Cities, Grouped by Region

1. Aleutians
2. Southwest
3. Southcentral
4. Interior
5. North Slope
6. Northwest
7. Southeast
8. West

APPENDIX B Service & Indemnity Agreement between City and Provider

APPENDIX C Assignment of Payment to Provider

APPENDIX D Sample Grant Agreement between City and AEA

APPENDIX E Budget Form

APPENDIX F [Sample Building Energy Policy](#)

APPENDIX G [Request to Proceed Form](#)

APPENDIX H [Financial Report and Request for Reimbursement Form](#)

APPENDIX I [Quarterly Metrics Report Form](#)

APPENDIX J [Provisions](#) (City Grant Provisions)