



RurAL CAP
Rural Alaska Community Action Program, Inc.

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REQUESTFOR PROPOSAL (RFP)

**Rural Energy for America Technical
Assistance Program**

**Prepared By: Darrel Behymer, CPP
Date: 10/21/2024**

Rural Energy for America Technical Assistance Program

REQUEST FOR PROPOSALS

PROJECT TITLE: Rural Energy for America Technical Assistance Program

SUBMISSION DEADLINE: November 31, 2024 at 4:00 PM AKST

QUESTION SUBMISSION DEADLINE: November 6, 2024 at 4:00 PM AKST

PROJECT DESCRIPTION: RurAL CAP *is soliciting proposals for the **USDA-RD** Renewable Energy for America Program (REAP) Technical Assistance Program from individuals or firms to provide technical assessments, energy audits, and energy assessments for rural small businesses and agricultural producers applying to the USDA Renewable Energy America Program.*

Questions may be submitted in writtentto:

RFP Contact Name: Shae Bowman, Energy Development Specialist

Telephone Number: (907) 253-5884

Email Address: sbowman@ruralcap.org

Anticipated Period of Performance: Contract will be from signatory date until September 30, 2026.

INTRODUCTION

Rural Alaska Community Action Program, Inc. (RurAL CAP) is requesting proposals from qualified licensed to do business in Alaska. Enclosed is pertinent information for use in preparing your bid. This information will be used as a guide in the preparation of any subsequent contract. Bids must be received via email to dbehymer@ruralcap.org by **4:00 PM November 6, 2024**. All bids must include the reference on email subject, "**Renewable Energy & Energy Efficiency Technical Assistance RFP**," and addressed to: Darrel Behymer, CPP. Bids received after the deadline specified above will not be accepted. All questions regarding this bid request must be emailed prior to **October 31, 2024 at 4:00 PM AKST** Responses to questions will be sent to all parties who have received bid packages, proposals and who have registered their email address. To register your email, contact Darrel Behymer, CPP.

One (1) copy of your proposal is required for submission to RurAL CAP. Proposals are encouraged from Minority and Female owned business.

RurAL CAP reserves the right to reject any and all bids and waive informalities in procedures.

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SECTION 1: GENERAL INFORMATION

The Rural Alaska Community Action Program (RurAL CAP) is soliciting proposals for the Renewable Energy America Program Technical Assistance Program for qualified contractors interested in preparing technical reports for renewable energy system design or improvement or conducting Energy Assessments and energy audits for commercial buildings, rural small businesses, agricultural operations, and/or fishing vessels as defined in 7 CFR 4280.103; assisting in REAP application development and the completion of required documentation including environmental reports.

The following proposal request will outline the project goals and detail the format you should submit your proposal. Please read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines included in the timeline under Section 3.

Preparation Costs & Fees

RurAL CAP shall not be responsible for bid preparation costs, nor for costs including attorney's fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked bidder and/or award of a contract and/or rejection of bids. By submitting a bid each bidder agrees to be bound in this respect and waives all claims to such costs and fees.

SECTION 2: RULES GOVERNING COMPETITION

- 2.1 Examination of Bids
Bidders are encouraged to thoroughly review the complete RFP package prior to preparing and submitting a response.
- 2.2 Confidentiality Information
The content of all bids will be kept confidential. A letter will be released to each vendor who submitted their bid if it's been accepted or not after the review committee has completed.
- 2.3 Proposal Format
Bids are expected to be brief and specifically address the criteria listed under the scope of work.
- 2.4 Signature Requirements All bids must be signed.
- 2.5 Bid Submission
Bids shall be emailed to dbehymmer@ruralcap.org

Rural Energy for America Technical Assistance Program RFP

- 2.6 News Releases
News releases pertaining to any award that may result from the RFP shall not be made without prior written approval of the RurAL CAP CEO.
- 2.7 Disposition of Bids
All materials submitted in response to this RFP shall become the property of RurAL CAP. The original shall be retained for the official file and will become public record after the award of the Contract or Contracts
- 2.8 Modifications/Withdrawal of Proposals
A respondent may withdraw a bid at any time prior to the final submission date by sending written notification of its withdrawal and signed by an agent authorized to represent the respondent. The respondent may thereafter submit a new or modified bid prior to the final submission date. Modifications offered in any other matter, oral or written, will not be considered. A final bid cannot be changed or withdrawn after the time designated for receipt except for modifications requested by RurAL CAP after the date of receipt.
- 2.9 Oral Change/ Interpretation
No oral change or interpretation of any provision contained in this RFP is valid.
- 2.10 Late Submissions
Bids received after the RFP deadline will not be considered and will be returned unopened after recommendation of award.
- 2.11 Rejection of Proposals
RurAL CAP reserves the right to reject any or all bids if determined to be in the best interest of RurAL CAP.
- 2.12 Equal Employment Opportunity Reporting Requirements
The successful bidder may be required to execute and return EEO reporting forms if required.
- 2.13 License and Insurance Requirements
The successful bidder is required to provide, with the bid, a current Alaska Business License, Proof of Liability Insurance, Workers Compensation Insurance and other required federal, state or local licenses. Please review attached Schedule A, this covers RurAL CAP's insurance requirements to consider while submitting your bid.

SECTION 3.0: SCOPE OF WORK

The purpose of this Request for Proposal (RFP) is to obtain statements of qualification from qualified contractors interested in preparing technical reports for renewable energy system design or improvement or conducting Energy Assessments and energy audits for commercial buildings, rural small businesses, agricultural operations, and/or fishing vessels (as defined in 7 CFR 4280.103, and the appendices to Subpart B of Part 4280, Title 7); assisting in REAP application development and the completion of required documentation including environmental reports.

RurAL CAP is seeking individuals or firms that meet the following criteria

- Energy Assessor: A qualified consultant who has at least 3 years of experience and completed at least five energy assessments or energy audits on similar type projects and who adheres to generally recognized engineering principles and practices.
- Energy auditor. A qualified consultant that meets one of the following criteria:
 - A certified energy auditor certified by the Association of Energy Engineers;
 - A certified energy manager certified by the Association of Energy Engineers;
 - A licensed professional engineer in the State in which the audit is conducted with at least 1-year experience and who has completed at least two similar type energy audits; or
 - An individual with a 4-year engineering or architectural degree with at least 3 years of experience and who has completed at least five similar type energy audits.
- Individuals or firms with experience on designing and evaluating renewable energy systems including resource and economic assessments as outlined in Appendix B to Subpart B of Part 4280, Title 7 and 7 CFR 4280.120

Each Technical Report prepared by the selected firms must be in accordance with § 4280.110(g) and §4280.120(b)(3) or (4) and include the following.

Technical report for Energy Efficiency Improvements

- (i) **Project description.** Provide a description of the proposed EEI, including its intended purpose and a vendor/installer certification that the EEI project meets the requirements for being commercially available.
- (ii) **Qualifications of EEI provider(s).** Provide a certification by the vendor/installer that:
 - a. (A) They are qualified to complete the project as intended, including the number of years of experience with the proposed EEI technology. Any contractor or installer with less than 2 years of experience may be required to provide additional information in order for the Agency to determine if they are a qualified installer/contractor.
 - b. (B) The EEI system will operate and perform over the project's useful life in a reliable and cost-effective manner; and
- (iii) **Energy assessment.** Provide a copy of the energy assessment (or energy audit) performed for the project as required under Section C of Appendix A to this subpart and the qualifications of the person which completed the energy assessment.
- (iv) **Simple payback.** Provide an estimate of simple payback, including all calculations, documentation, and any assumptions.

Technical report for Renewable Energy System.

- (i) **Project description.** Provide a description of the project, including its intended purpose and a vendor/installer certification that the RES project meets the requirements for being commercially available. Appendix B contains instructions for how a project is to be constructed and installed. Identify the project's location and describe the project site.
- (ii) **Resource assessment.** Provide vendor/installer certified projections on energy to be replaced and/or generated once the proposed system is operating at its steady state operating level, including the quality and availability of the renewable resource to the project. If there is a residence closely associated with the RES project, include the historical amount of energy used by the residence and the historical amount of energy used by the agricultural operation or rural small business, as applicable, to satisfactorily demonstrate 50% or more of proposed generation will benefit the agricultural operation or rural small business;
- (iii) **Project economic assessment.** Describe the projected financial performance of the proposed project. The description must address total project costs, revenues accrued from the sale or crediting of energy, quantity and value of energy offset, and revenue from byproducts. Include applicable investment and other production incentives and indicate if they are a one time or reoccurring incentive. Provide an estimate of simple payback, including all calculations, documentation, and any assumptions; and
- (iv) **Qualifications of key service providers.** Provide a certification by the vendor/installer that:
 - a. They are qualified to complete the project as intended, including the number of similar systems installed previously and any professional credentials, licenses, and relevant experience. If specific numbers are not available for similar systems, you may submit an estimation of the number of similar systems; and
 - b. The RES system will operate and perform over the project's useful life in a reliable and cost-effective manner.

One or more firms responding to this RFP may be determined to be qualified and capable of providing the necessary services and would therefore be eligible for further consideration with RurAL CAP. We invite you to submit a proposal outlining your qualifications and relevant experience in these critical areas. Selected contractors will negotiate specific scopes of work for each individual task or program on an as needed basis. RurAL CAP will not be issuing any work under this request.

As this program serves small businesses in rural Alaska, individuals or firms with experience working in and with rural communities and willingness and ability to travel to remote locations will receive preference.

SECTION 4.0: PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform and expedited review process and ensure the maximum degree of comparability, it is required that the bids be organized in the manner specified. Bids shall not exceed 5 pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, attachments, or dividers). Information in excess of those allowed will not be evaluated or scored. One page shall be interpreted as one side of single lined, typed, 8 1/2" x 11" paper.

4.1 Title Page

Show the bid name (RFP), bidders name, company name if applicable, address, telephone number and date.

4.2 Proposed Fee Schedule/Costs/Budget Limits

Bids must be submitted with your bid sheet, for services described under this scope of work. The email must clearly state the RFP name and company name.

4.2 Provide a copy of your Certificate of Insurance and Business License.

SECTION 5.0: EVALUATION & SELECTION PROCESS

5.1 Criteria

Meeting the requirements of the RFP*	50 points
Fees/Costs	30 points
Experience with rural development; availability and willingness to support rural communities	15 points
Minority and Women Owned Business	5 points
Total:	100 Points
*By providing all requested documents	

The criteria that will be considered during evaluations, and the associated point values, are as follows:

5.2 Evaluation Process

A committee of RurAL CAP staff will evaluate and rank all bids received prior to the deadline. Oral interviews are not expected to be used in the selection of the successful bidder however, RurAL CAP reserves the right to interview the highest ranked bidder if deemed necessary.

Selection Process

The highest ranked bidder may be invited to enter final contract negotiations with RurAL CAP for the purposes of contract award. If an agreement cannot be reached, the second highest bidder may be contacted for negotiations. RurAL CAP reserves the right to terminate negotiations with any bidder should it be in RurAL CAP's. RurAL CAP reserves the right to reject any and all bids submitted.

Appendix A

Schedule A

INSURANCE & INDEMNIFICATION

CONTRACTOR shall comply with the provisions herein entitled, Schedule A Insurance & Indemnification. CONTRACTOR, at its sole cost, shall purchase and maintain the required insurance with coverages, endorsements, waivers, and limits as described therein.

All insurance shall be maintained continuously during the life of the Contract. CONTRACTOR shall furnish to Rural Alaska Community Action Program (RurAL CAP), certificates showing the type, amount, class of operation, effective dates and dates of expiration of policies. Such evidence is to be provided by CONTRACTOR to RurAL CAP no less than ten (10) days prior to CONTRACTOR commencing work. It is understood and agreed that RurAL CAP shall be entitled to notification at least 30 days prior to the expiration of such policies. Failure by CONTRACTOR to maintain insurance coverage as agreed shall be a material breach of this Contract and will result in termination of this Contract. Certificates shall be addressed to: Rural Alaska Community Action Program (RurAL CAP).

RurAL CAP shall not be required to confirm that CONTRACTOR has provided evidence of coverage and/or renewals and no waiver by RurAL CAP of any of CONTRACTOR's obligations pursuant to this or any other provision of this Contract shall occur or be inferred or implied by any failure of RurAL CAP to insist upon strict performance of this or any other section of this Contract.

All insurance required to be maintained by CONTRACTOR shall be primary to any and all insurance (including self-insurance) obtained or maintained by, or otherwise available to RurAL CAP and all policies shall be endorsed accordingly. RurAL CAP's insurance shall not be called upon to contribute or participate with CONTRACTOR's insurance on any basis.

Except for Worker's Compensation and Professional Liability, each and every insurance policy required of CONTRACTOR shall include an insurer's waiver of subrogation rights in favor of RurAL CAP. Each and every insurance policy required of CONTRACTOR shall be endorsed to name RurAL CAP as Additional Insured with respect to liability arising out of CONTRACTOR's operations and/or its services hereunder.

In the event the terms of the current Contract and this Schedule A conflict, the terms of the contract shall control.

Insurance Type and Limit Requirements:

- Workers Compensation for not less than \$ 500,000.00 per occurrence
- Commercial General Liability not less than \$ 1,000,000.00 per occurrence
- Automobile Liability Insurance not less than \$ 1,000,000.00 per occurrence for bodily injury and property damage