

RURAL ALASKA COMMUNITY ACTION PROGRAM, Inc.



REQUEST FOR QUALIFICATIONS For Weatherization & Mobile Home Repair, Services in Anchorage, AK.

The Rural Alaska Community Action Program, Inc., (RurAL CAP) Weatherization Department, is seeking Interest and qualifications from qualified, proven, local, General Contractors, to provide Weatherization services to single family as well as multiplex homes, weatherization and repair services to mobile/manufactured homes that are located in the Municipality of Anchorage, Alaska.

Enclosed is pertinent information for use in preparing your response. This information will be used as a guide in the preparation of any subsequent contract.

Proposers who successfully respond to the Request for Qualifications (RFQ) and meet the qualification criteria will be included in a subsequent Request for Proposals (RFP) solicitation process. It is anticipated that 70 Weatherization projects and 20 Mobile Home Repair projects will be awarded this program year. Current qualified contractors need not respond, but need to express interest in writing.

Priority will be given to contractors whose qualifications cover mobile/manufactured and single family home repairs. The qualified contractor must demonstrate experience in weatherization measures such as blower door testing, pressure diagnostics, **combustion safety diagnostics**, air sealing, insulation of basements, walls and attics, door and window replacement, repair or replacement of stairs and porches. Qualified contractors will also have experience in, EPDM roofing, insulated skirting, leveling, **water heater and furnace replacement**, accessibility improvements such as ramps or stairs for mobile homes.

Funding is provided by State of Alaska and Department of Energy (DOE) through Alaska Housing Finance Corporation (AHFC) and or Department of Housing and Urban Development (HUD) through The Municipality of Anchorage DHHS.

RurAL CAP encourages small, minority and female owned companies to provide qualifications.

Responses must be received at RurAL CAP's Weatherization office located at 731 East 8th Avenue, Anchorage, Alaska, 99501. Time of receipt will be annotated on the envelope by the receptionist. Office hours are Monday thru Friday, 8 A.M. – 5 P.M., excluding holidays. All responses must include the project reference, Weatherization Program, MH

Repair, and senior access, and be labeled attn. Contracting Officer. Late responses will be returned unopened.

A Pre-response conference will not be held. All questions regarding this RFQ should be emailed to c.ecklund@ruralcap.com prior to 4:30PM on April 11th, 2018. Responses to questions will be sent to all parties who have received proposals and who have left their email address. To register your email call 907-865-7289.

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SECTION 1: GENERAL INFORMATION

1.1 Purpose

The Rural Alaska Community Action Program, a nonprofit agency providing state wide social services, is requesting Qualifications from qualified local proven General Contractors who provide weatherization services and mobile home repair services in the Municipality of Anchorage, Alaska. The successful respondents, will be eligible and prequalified to participate in approximately 22 future RFP's.

1.2 Background

The successful contractors must have extensive experience in the weatherization industry and repair of mobile/manufactured, single family homes and multiplexes and have been in business for a minimum of at least 5 years in the Municipality of Anchorage, Alaska.

The successful contractors will be expected to dedicate a significant amount of the firm's resources and time to meet the completion schedule for these projects. Timeline for project completion will be 30 days from issuance of contract/s.

1.3 Preparation Costs

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

SECTION 2: RULES GOVERNING Responses

2.1 Examination of Proposals

Responders are encouraged to thoroughly review the complete RFQ package prior to preparing and submitting a response. Any addenda should be acknowledged in the cover letter to accompany the submitted proposal.

2.2 Confidentiality

The content of all responses will be kept confidential until the selection of the successful RFQ's are announced. After the selection of the successful RFQ's by RurAL CAP, all submissions will be open for review and will become public information which may be viewed at RurAL CAP Central Office by appointment only.

2.3 Proposal Format

Proposals are expected to be brief and specifically address the Evaluation Criteria as explained below. General Marketing proposals, or information non-specific to this RFQ, are not requested. ***Proposals should not exceed 10 pages, not including title page and transmittal letter.***

Emphasis should be concentrated on:

- Conformance to the RFQ instructions
- Responsiveness to the RFQ requirements
- Completeness and clarity of content

2.4 Signature Requirements

All copies of submitted qualifications must be signed. An RFQ must be signed by an officer or agent of the firm authorized to sign contracts on its behalf. The name and title of the individual(s) signing the proposal must clearly be shown immediately below the signature.

2.5 Proposal Submission

Response to this RFQ must be received by RurAL CAP prior to the date and time specified in the RFQ cover letter or any subsequent addendum. All responses must be under sealed cover and plainly marked. Proposals shall be delivered or mailed to:

Weatherization Program
Rural Alaska Community Action Program WX Department
731 East 8th Avenue, Anchorage, Alaska 99501
Attention, Contracting Officer.

2.6 News Releases

News releases pertaining to any award that may result from the RFQ shall not be made without prior written approval of the RurAL CAP Executive Director.

2.7 Disposition of Proposals

All materials submitted in response to this RFQ will become the property of RurAL CAP. One copy shall be retained for the official file and will become public record after the award of the Contract.

2.8 Modifications/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other matter, oral or written, will not be considered. A final proposal 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 RFQ is valid whether issued at a pre-response conference or otherwise. Written addenda will be issued when RurAL CAP deems changes, clarifications, or amendments to respondent's documents are necessary.

2.10 Late Submissions

Responses not received prior to the date and time specified in this RFQ will not be considered and will be, upon request, returned unopened after recommendation of award.

2.11 Rejection of Proposals

RurAL CAP reserves the right to reject any or all responses to this RFQ, if determined to be in the best interest of RurAL CAP.

2.12 Equal Employment Opportunity Reporting Requirements

The successful proposer shall be required to execute and return such forms as may be necessary to RurAL CAP prior to executing any agreement pursuant to the award of this proposal. Failure to comply shall be grounds for be excluded from bidding on the RFP.

2.13 License Requirements

All responses are required to include a current Alaska Business License, Corporate Liability Insurance, U.S. Environmental Protection Agency (EPA) LEAD Firm License and other required Municipality of Anchorage and AK State Licenses as appropriate to performing under this RFQ.

3.0 SCOPE OF WORK

Scopes of work shall be produced by RurAL CAP primarily focusing on justified energy efficient work measures. If building or mechanical permits will be required for projects, the contractor will be responsible for obtaining permits.

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 proposals be organized in the manner specified below. *Responses shall not exceed ten (10) pages in length* (excluding letter of transmittal, resumes, title page(s), and 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 ½" x 11", piece of paper.

4.1 Title Page

Show the project name, firm name, address, telephone number(s), e-mail address, name of contact person, and date.

4.2 Table of Contents

Clearly identify the materials by section and page number.

4.3 Letter of Transmittal (limited to 1 page)

- Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- Give the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, and telephone numbers.
- ***The letter must be signed by a corporate officer or other individual who has the authority to bind the firm.***

4.4 Firm Experience and Evaluation Criteria,

The respondent must describe their team's experience with the following:

- Previous experience in the Weatherization measures of mobile/manufactured, single family homes and multiplexes in the Municipality of Anchorage, as well as experience with accessibility projects..
- Experience and past performance on similar projects.
- Include 3 Alaska references (name and phone number) for each business comprising the project team.
- Experience soliciting contracted services from small, woman, and minority owned business on past projects.

4.5 Proposed Repair Team

The respondent must describe the following:

- Identify the repair team leader and how they will manage and coordinate the repairs described in the Scope of Work.
- Identify project team members that will work on this specific project, their education, background, licenses, professional registrations, and experience with services similar to those required by this project. Include any certificates, specialized or formal training related to residential construction and residential mechanical installations. *Marketing or other resumes that are not specific to this project should not be included.*
- Briefly describe 3 projects on which the project team and any subcontractors (mechanical, roofing, etc. have worked together; include references (name and phone number) for these 3 projects. Additional consideration will be given for team experience working together on past projects similar to this project.
- Include verification that the all members of the project team are licensed in the State of Alaska to perform the requested services.

4.6 Speed, Resources, Workload

The respondent must describe how they plan to meet the repair schedule including:

- Discuss all commitments of the repair team.
- Briefly discuss capabilities to meet the project's schedule.
- Briefly discuss additional resources, equipment, and tools of the team available to ensure the project schedules are met.

4.7 Knowledge of Codes & Regulations.

Demonstrate knowledge of applicable federal, state and local codes, regulations and statutes pertaining to the services required in this solicitation.

5.0 EVALUATION & SELECTION PROCESS

5.1 Criteria

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

Experience	20 Points
Proposed Team	30 Points
Performed similar work-in Municipality of Anchorage	15 Points
Speed, Resources, Workload	20 Points
Codes & Regulations,	<u>15 Points</u>
	100 points

5.2 Evaluation Process

A committee of individuals representing RurAL CAP will evaluate the proposals. The committee will rank the proposal as submitted. RurAL CAP reserves the right to award a Contract solely on the written proposal.

Oral interviews are not expected to be used in the selection of the successful proposer. However, RurAL CAP reserves the right to interview the highest ranked firms if deemed necessary. If interviews are conducted, a maximum of three (3) firms will be interviewed. A second score sheet will be used to score those firms interviewed. The final score will be based on the total of all evaluators' scores achieved on the second rating.

5.3 Selection Process

The highest ranked responses 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 proposer may be contacted for negotiations. However, RurAL CAP reserves the right to terminate negotiations with any proposer should it be in RurAL CAP's or the project's best interest. RurAL CAP reserves the right to reject any and all proposals submitted.

6.0 ATTACHMENTS: Schedule A – Insurance & Indemnification

