



## **REQUEST FOR QUALIFICATIONS**

### **Saint Paul Island Climate Pollution Reduction Grant - Renewable Energy Integration**

### **Wind & Battery Energy Storage System Infrastructure Project**

RESPONSE DUE by 5:00 P.M. AST on June 2nd, 2025

Release Date: May 5, 2025

For complete information and updates regarding this procurement, please see the RFQ posted at <https://www.aleut.com/rfq>. Thank you for your interest!

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## I. BACKGROUND AND INTRODUCTION

The Aleut Community of Saint Paul Island (**ACSPI**) is seeking responses to this Request for Qualifications (**RFQ**) from Engineering and/or Architectural Teams (**FIRMS**) to qualify a list of experienced teams to design a project consisting of three (3) new 100 kW wind turbines, upgrades of three (3) existing 225 kW wind turbines to renovate and integrate them into the distribution grid and installation of up to 3 MWh's of Battery Energy Storage Systems (**BESS**) in ACSPI's service area, as more fully described herein (**PROJECT**). ACSPI will be the **PROJECT** owner.

ACSPI seeks to include renewable energy generation and/or storage systems in its on-island network. This network is located on Saint Paul Island, Alaska, approximately eight hundred air miles west of Anchorage in the Bering Sea. This effort is intended to allow ACSPI to solicit qualifications from experienced FIRMS to develop wind and/or BESS systems & equipment into the local power grid. This **PROJECT** will be the third of these renewable energy generation and/or storage systems on-island. The initial project was the installation of one Vestas V27 225kW wind turbine in 1999, with the second being an additional two V27 turbines in 2012.

FIRMS submitting statements of qualifications to design the **PROJECT** must demonstrate their qualifications and experience to complete the design and other efforts to include permitting, initial conceptual design, electrical, civil, mechanical, controls design, final design, procurement and equipment recommendations, **PROJECT** cost estimating, bid document delivery, implementation of control systems, integration, commissioning & training. Additional scope items that may be added to the scope of this effort are detailed cost estimating, bidding coordination, owner representation and construction management. The FIRM awarded this effort will be required to complete these tasks as described herein and within the required time and negotiated budget. ACSPI has identified rough equipment sites and developed minimal requirements for these **PROJECTS**. ACSPI's expectation is to complete the **PROJECT** design, procurement, and construction by the end of calendar year 2027. Long lead times for procurement of the equipment in question along with challenging logistical parameters to get designers, equipment and constructors to the work area will need to be considered when submitting qualifications. Please see below for more information on the **PROJECT** description. FIRMS deemed qualified will be invited to respond to a Request for Pricing Proposal (**RFP**) immediately following qualification for the **PROJECT**. Any contract award will be based on "total best **PROJECT** value" of the qualified FIRMS as solely determined by ACSPI. Qualified FIRMS may be required to execute a non-disclosure agreement as a condition of submitting a proposal or to obtain record drawings of the work area.

### About ACSPI

The Aleut Community of Saint Paul Island Tribal Government is a governmental venue through which the Aleut people of Saint Paul Island can fulfill their intrinsic rights and responsibilities, and support, recollect, practice, and pass on their culture. The Aleut Government of Saint Paul Island Tribal Government promotes, maintains, and protects cultural practices, awareness, preservation, self-governance, and self-determination for the Aleut Community of Saint Paul Island. The Tribal Government does much in its power to provide for the well-being of the community; continuously thinking outside the box to strive towards developing and keeping expertise and services that contribute to social and economic security and presence on the home island. For more information, please refer to the website <https://www.aleut.com/rfq>.

A complete response to this RFQ will consist of providing a document that includes all the forms and information requested in this RFQ. This document should be easy to understand, with contents and sections clearly identified. The contents should indicate the FIRM's name and address and include this PROJECT's name.

Complete responses must be submitted by email to Jacob Hassard, Engineering Manager at: [jhassard@aleut.com](mailto:jhassard@aleut.com) and must be submitted by the due date and time specified in the below schedule of events. ACSPI's email timestamp shall be conclusive as to the date and time of receipt. ACSPI assumes no liability for untimely or non-delivery due to any cause.

RFQ responses should be as detailed and complete as possible to facilitate the determination of qualifications and to establish up to three (3) FIRMS qualified to participate in the pricing negotiation. Completion of this RFQ is mandatory and failure to submit fully completed forms may result in disqualification of a FIRM as non-responsive. FIRMS must electronically submit their complete RFQ by the due date and time as specified herein. ACSPI reserves the right to reject any or all responses, terminate this process, and/or commence a new RFQ process.

Responses to this RFQ will become the property of ACSPI. A copy of each timely submitted RFQ will be retained for official files and become a public record, subject to general confidentiality provisions. All issued addenda are available to be downloaded from the ACSPI website when they are made available. It is the FIRM's responsibility to periodically check the website for addenda or updates to this RFQ.

## II. RESERVATION OF RIGHTS

The issuance of this RFQ does not constitute a representation by ACSPI that ACSPI will enter into any contract. ACSPI expressly reserves the right at any time to:

- Waive any defect or informality in any response and/or correct or waive any error or defect in this RFQ procedure.
- Reject any or all RFQ responses.
- Terminate this process and commence a new RFQ process.
- Prior to the RFQ submission deadline, modify all or any portion of the selection procedures or criteria, including extending deadlines for accepting responses, the specifications or requirements for information required to be provided pursuant to this RFQ, or the requirements for the format of the RFQ response.
- Determine that no PROJECT will be pursued.
- Inspect any FIRM's references, websites, publicly available data, public spaces at the respondent's place of business prior to issuing an RFP, or award of any contract, to determine the FIRM's capabilities and qualifications.

## III. NOTICE OF PRE-QUALIFICATION REQUIREMENTS

Notice is hereby given that ACSPI has determined that, to be eligible to design this PROJECT, a FIRM must be pre-qualified and determined to be one (1) of the three (3) highest ranked pre-qualified entities prior to submitting pricing for negotiation (RFP). It is mandatory that all FIRMS who intend

to submit a proposal in response to the RFQ fully complete the documents requested herein and be selected and approved by ACSPI as one (1) of the three (3) highest ranked entities, to be on the final qualified list. No proposal will be accepted from a FIRM that has failed to comply with these requirements.

While it is the intent of this process and supporting information to assist ACSPI in determining each FIRM's qualifications prior to the submission of an RFP, ACSPI reserves the right, after any prequalification of a FIRM, to further consider and/or determine whether a FIRM has the requisite quality, fitness, capacity, experience, and/or trustworthiness to satisfactorily perform the proposed work.

In addition to other prequalification criteria, a FIRM may be found not qualified based on: (1) Omission of requested information; and/or (2) Falsification of information.

#### IV. INSURANCE REQUIREMENTS

The FIRM, individually and in all members of any teaming agreements, must have active errors and omissions insurance as well as general liability coverage including coverage for environmental and permitting services along with travel and on-site services (lodging and vehicle use by employees performing site visits). Prospective FIRMs that cannot provide proof of coverage will not be considered qualified even though they may be qualified otherwise. The FIRM must be able to provide all required liability insurance including professional liability insurance, as set forth below and attached hereto, prior to final contract signing.

#### V. PROFESSIONAL AND STATUTORY REQUIREMENTS

##### **Professional Licenses and Certifications**

To be qualified to participate in the RFP process, a FIRM must possess all appropriate license(s) and certification(s) necessary to legally design the PROJECT and submit evidence of having such license(s) and certifications with its response to this RFQ. Alaska professional engineering licenses will be required, for all Civil, Electrical and Mechanical Engineering performed.

##### **Assignment**

The successful FIRM will not assign, transfer, or convey any interest in this RFQ process, the RFP process, or any contract that may result therefrom, and any such attempt shall be null, void, and of no effect.

The successful FIRM shall be solely responsible for the satisfactory work performance of all personnel engaged in performing the required work, including FIRM's authorized subcontractors and subconsultants. All work shall be performed by the successful FIRM or under the FIRM's direct supervision, and all personnel shall possess the qualifications, permits, and licenses required by state and local law to perform such services.

The successful FIRM shall be responsible for payment of all employees' wages and benefits and shall comply with all requirements pertaining to employer's liability, workers' compensation,

unemployment insurance, and Social Security. By submitting a response to this RFQ, the FIRM certifies that it is aware of all provisions of Alaska Labor Code and agrees to comply with such provisions during this RFQ process, the RFP process if successful, and before commencing performance of any work pursuant to a contract, if one is awarded.

**Equal Opportunity**

ACSPI requires all proposers to comply with equal opportunity policies. Contracts are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, handicap, or political affiliation.

**VI. SAFETY**

To be qualified, the FIRM must have an “acceptable safety record”, including no record of errors and omissions claims, have not been a party to any class action suits relating to design of projects of this type, and not been held liable in any lawsuits relating to similar design services. ACSPI reserves the right to request proof of no claims from insurance providers and to search public databases for claims or other judgements. By submitting a response to this RFQ, the respondent certifies that there are no outstanding, pending, or past claims or judgements. Failure to disclose any claims or other issues will be grounds for disqualification.

**VII. SCHEDULE OF EVENTS**

Following is the anticipated schedule for the two-step process:

| SCHEDULE OF EVENTS   |                          |
|--|--------------------------|
| Issue RFQ  | May 5, 2025              |
| Public RFQ Teams Meeting - <a href="#">Join the meeting here</a> | May 16, 2025 – 11 am AST |
| Optional On-Site Review of Equip & Network                       | May 20, 2025             |
| Questions Due to ACSPI   | May 26, 2025             |
| RFQ Final Amendments Posted                                      | May 28, 2025             |
| <b>RFQ Responses Due</b>   | <b>June 2, 2025</b>      |
| RFP Issued to Qualified Respondents                              | June 9, 2025             |
| Optional Negotiation Meetings / Interviews                       | June 16, 2025            |
| RFP Award  | June 23, 2025            |
| Design to Include Permitting                                     | July 2025 – Dec 2025     |
| Design Additional Services Award / Negotiation                   | December 2025            |
| Procurement of Major Items                                       | Nov 2025 – Feb 2027      |
| Construction and Installation                                    | Jan 2026 – Dec 2027      |

Note: This schedule is tentative and may be subject to change if needed.



## VIII. QUESTIONS AND CLARIFICATIONS

All questions or clarification requests must be received in writing by ACSPI no later than the due date and time indicated in the above Schedule of Events. Answers and/or clarifications deemed of sufficient importance to the implementation of this RFQ will be provided in the form of an Addendum and will be posted on the ACSPI website in accordance with the above Schedule of Events.

From the issuance date of this RFQ until a FIRM is selected, FIRMs are not permitted to communicate with any ACSPI staff or partnering stakeholder officials regarding this procurement, except as provided above, other than during interviews, demonstrations, and/or site visits, except at the direction of Jacob Hassard, Engineering Manager or Patrick Baker, ACSPI Executive Director.

## IX. PROJECT DESCRIPTION

The PROJECT for which ACSPI is seeking this RFQ includes three (3) new 100 kW wind turbines, renovation of three (3) existing 225 kW wind turbines, a new BESS system of up to 3 MWh in size, a microgrid controller, controls systems upgrades, upgrading wind turbine power plant switchgear, transformers, etc. to increase the output capability originally designed for only two of the V27's supplying power to the City, upgrading the City power plant and distribution infrastructure to accept additional power sources and the BESS along with various controls and equipment upgrades.

The PROJECT site is located on Saint Paul Island, eight hundred air miles west of Anchorage, the nearest urban center. The island is inhabited by roughly 350 people, primarily individuals of native Aleut descent. Workers on the island consist of ACSPI employees, City of Saint Paul (CSP) employees, TDX (the local tribal corporation) employees and other workers employed in health care, retail sales, and government agencies. NOAA, USFWS, USCG and other governments agencies have a minimal presence on the island. Local industries consist of fishing and crab harvest, processing, and tourism. The island is famous for being a fur seal rookery in the past and hosts several local rare birds and ducks as well as a herd of reindeer.

Should site visits or work on the actual island be needed, travel costs and resources should be considered carefully.

Travel to the island is expensive and unreliable at times, with fog, high winds and other weather conditions cancelling flights on a regular basis. Flights from Anchorage occur 3 to 4 times per week and cost \$1,800-\$2,100 each per round trip. RAVN Alaska is the regular flight service provider out of Anchorage. Charter flight services from smaller providers in Anchorage are also available. ACE Air Cargo also provide regular cargo flights of smaller freight items, three times a week.

Minimal housing is available from CSP, TDX and ACSPI and costs \$175-\$400 per night depending on seasonal availability or other factors. Lodging is available in older facilities either at the airport or in town, and is old, but well cared for and clean. Wi-Fi is available at almost all lodging locations.

Food is readily available at the local store, which is large and well stocked, but generally double the cost of what could be expected from a grocery retailer in Anchorage (which is still higher than retail in the lower 48). Most housing comes with equipment and tableware to prepare food from the store. Prospective respondents should know that it is not required to ship or bring food with you, but the store is not open for extended hours.

Vehicles can be rented from limited local agencies and individuals, but in general they are not to be relied upon. Travel should be coordinated with a local presence to secure lodging and transportation prior to purchasing flights or flying to the island.

Fuel is available at the City Gas Station and is generally 1.5 to 2 times the cost of fuel in Anchorage.

The island is powered by several generators, which are all fueled by diesel that is barged to the island throughout the year. There are also three existing wind turbines on the island currently owned by TDX. At present, one is operational and connected to the City power plant. When fully operational, any two of the three wind turbines can be connected to supply the City with wind power based on a request kW setpoint from the City Power Plant sent over a copper wire modem to modem connection. Any wind energy that isn't used, is dumped locally to the TDX Facility for heating building water. The dump load heaters are part of a fast control system to stabilize the impact of the wind turbine(s) on the City grid. A new controls system including fiber optic communications between all major system elements is needed, along with non-proprietary programmable logic controllers for all system elements along with remote monitoring and adjustment capability for all major system elements.

The power network on island is underground with limited exceptions. The City currently has plans, equipment and materials in place to replace the primary feed between the City and the TDX plant. That work is expected to be completed at the same time as the ACSPI PROJECT.

Weather and local salty air deteriorate transformers and other outside equipment very rapidly. Stainless steel casing or other protective measures are required for all outside equipment.

Barge service for large pieces of equipment is available from late spring to early winter from a limited number of barging companies. Very few of them come to Saint Paul Island as part of a regular route. Coastal Transportation out of Seattle travels to Saint Paul every six weeks during the summer. Barging of heavy equipment, sizable items and containerized material should be coordinated early and planned for well in advance. Shipping smaller items can be regularly planned to arrive via air on RAVN or other freight providers.

ACSPI engineering/staff are prepared to travel to the island as part of this RFQ process for FIRMs that would like to see the area and community prior to RFQ submittal should several FIRMs request that site visit capability, but flight availability may make that process challenging. If several FIRMs request a site visit, one will be scheduled. FIRMs will be expected to pay for their own flights, lodging and food for the site visit, should they choose to attend. Transportation for visiting areas of concern can be provided by ACSPI. Reimbursement of travel-related costs will not be provided to respondents. If flights are cancelled, the visit may be cancelled as well, and costs may be non-refundable depending on which tickets were purchased. Please be sure a site visit is necessary



before requesting a trip to the site.

ACSPI expects the awarded FIRM to complete (at a minimum) the following tasks:

- Preliminary Conceptual Design, to include:
  - System review of City and TDX equipment and issues
  - Major element location & general planning
  - System component sizing and recommendations
- Permitting to include at a minimum:
  - NEPA permitting – submitted by ACSPI (doc-CatEx expected w/heavy emphasis on Cultural Resources)
  - State of AK DEQ as applicable
  - City of St Paul Permitting
  - FAA Permitting
  - Other permits as applicable or required
- Procurement Recommendations and Procurement Assistance for Major Items (Windmill and BESS Systems as well as transformers and switchgears as needed)
- Final Design, which may include:
  - Civil and sitework design for foundations, structural needs for the BESS (whether inside a protected structure or protected by other means) or structural design for windmills including foundations and electrical linework
  - Electrical design of the tie-in system for the BESS and the Windmills including any improvements to the existing network connecting those elements to the grid
  - Electrical plans and design of all replaced or upgraded switchgear or transformers
  - Controls systems and/or microgrid controller for the BESS and Windmills to be able to allow them to be operated simply and easily by local staff with minimal oversight
    - Control system should include fiber optic connection for all elements, remote access, programmable logic controller system to include non-proprietary controls and programming as well as remote access and monitoring as needed
- Cost Estimating
- Construction Bid Doc creation and/or assistance
- Integration of all controls systems to include landing, setup, programming and testing of controls system
- Commissioning of all controls systems
- Training of all system elements and controls
- Warranty oversight

Other design services that may be added or included based upon budgetary or scheduling availability include (these will be negotiated prior to the closing of the design effort):

- Additional Updated Cost Estimating
- Construction procurement oversight and/or management
- Construction management & inspection

## X. PROJECT BUDGET

The PROJECT budget is estimated not to exceed thirteen million dollars (\$13M) including permitting, design, procurement of major items, construction, commission, and training if necessary (subject to revision prior to construction phase). More detailed information will be provided during the RFP phase. Any proposals received in response to the RFP (the second step of this process, should ACSPI choose to proceed) providing design services which at greater than 10% of the PROJECT budget may be scored negatively.

## XI. DISCREPANCIES OR OMISSIONS

FIRMS finding discrepancies or omissions in the RFQ or having any questions as to the meaning or intent of any part thereof shall submit such questions or concerns in writing to Jacob Hassard, via email to: [jhassard@aleut.com](mailto:jhassard@aleut.com). ACSPI bears no responsibility for, and is not bound by, oral instructions or representations. Questions or Requests for Information are due by the date shown in the included schedule. Addenda to this RFQ shall be considered a part of this RFQ and shall become part of the evaluation and prequalification process.

## XII. RFQ SUBMITTAL REQUIREMENTS

Submission of all information and materials required by this RFQ is mandatory. To be considered responsive and to evaluate RFQ responses fairly and completely, FIRMS must comply with the format and submission requirements set forth in this RFQ and provide all required information. Failure to do so may cause the FIRM and associated submittals to be nonresponsive and not qualified to receive further consideration in the evaluation process.

### **Submittal Organization**

Submittals shall be organized into the following sections. Each section shall be prepared so that it is no more than four (4) pages. Covers, tables of contents and other non-requested items will count toward the total page limit of twelve (12) pages. Font sizes smaller than ten will not be accepted. A PDF sent to the listed submittal email is the required submittal format. Please do not send hard copies, unrequested appendices or supplements, folders, or other marketing materials. Sections of the proposal should include:

- General FIRM overview - roughly one (1) page
- Expected PROJECT team members and CV - no more than four (4) pages – include subject matter experts and team leads only
- Relevant project experience - no more than four (4) pages - highlighting Bering Sea projects and/or similar work in remote Alaska locations completed in recent years (nothing later than 10 years old)
- Other project references or FIRM credentials or skills - roughly three (3) pages - including at least three (3) agency or project owner references (see below)

If the FIRM submitting a statement has multiple branch offices, only information related to the

experience, qualifications, personnel, project examples, etc., of the actual PROJECT team should be included. Team members' location or base of operations should be included. Do not include information related to the experience or qualifications of non-team branch offices, including project examples, unless that experience is related directly to individuals that will be assigned to the PROJECT.

It is expected that the individuals who are listed in the RFQ will be (pending the award) available for the PROJECT duration for their respective tasks and areas of expertise. Should the individuals listed as part of the team not be available or be re-assigned mid PROJECT, ACSPI reserves the right to de-scope PROJECT elements or the total PROJECT and choose or award to the next highest rated RFP respondent.

### **Items the Reviewing Team Will Be Looking For**

- The name of your organization and your primary teaming organizations
- Number of years organizations have been in business
- Total number of full-time employees employed by your team.
- A brief narrative description of your team, capabilities, experience
- Why your FIRM has interest in this RFQ
- Core team members and company leadership that would work on this PROJECT
- A brief bio for each person – please do not include unrelated hobbies or facts
- For project references, please provide the total project value, your FIRM's service value (contract value) capacity & quantity of the system WM/BESS (DC kW & kWh) and other logistic or remote factors or challenging elements of the PROJECT or region
- The number of similar projects you are currently working on
- For your three (3) business references, provide references to clients and individuals related to similar or remote projects. For each reference, include the person's name, telephone number, email address and nature of reference or relationship. By submitting a reference, each FIRM consents to and understands that ACSPI will contact any listed reference and thereby waives and releases ACSPI from all claims and liabilities arising out of such contact, to the extent permitted by law.
- Other applicable construction or other professional license numbers, classifications and expiration dates held by your FIRM applicable to our scope of work
- In its general reference statement (final 3 pages), each FIRM can also indicate the FIRM's understanding of the critical PROJECT elements and what special approaches the FIRM will feature to control these elements, describe how it intends to interface with ACSPI staff, PROJECT/construction managers, stakeholders, and jurisdictional agencies, and as appropriate include examples of how the FIRM will work with ACSPI staff to compete the design, include examples of design, planning, coordination, scheduling, tracking, and monitoring activities and identify staffing requirements or issues.
- The respondent can also include a description of the FIRM's unique advantages and capabilities that differentiate it from other FIRMs (using the final 3-page general project reference or credential section).

## **XIII. EVALUATION OF PRE-QUALIFICATION DOCUMENTS**

## Evaluation Process

The evaluation process shall follow sequential steps and utilize scoring criteria to ensure that each Pre-Qualification Document is evaluated in the same manner:

- **Timely Receipt:** Timely receipt at ACSPI. Submittals must be received by ACSPI by the due date and time.
- **Evaluation of Prequalification Licensure (Pass/Fail):** Review of team member licensure to meet Requirements to design the PROJECT (AK licensure).
- **Evaluation of Pre-Qualification Documents:** Objective Conformance Review by ACSPI's Evaluation Committee.
- **Scoring and Ranking:** Scoring and ranking of Pre-Qualification Documents by the Qualification Evaluation Committee to determine up to three (3) qualified FIRMs.

Individual scores shall be combined in an objective manner to establish the final score.

ACSPI reserves the right to interview any FIRM during the RFQ or RFP evaluation phase and request presentations that may be helpful to complete a full evaluation.

## Evaluation Criteria

The scoring and ranking shall be based on the evaluation of the Pre- Qualification Documents as measured against the RFQ scoring criteria. Pre-Qualification Documents will be evaluated and ranked from highest to lowest.

If the FIRM submittal is turned in on time, the evaluation team will evaluate the submittal to determine its responsiveness to the requirements of this RFQ and score as described below. The submittals received will be analyzed and scored by members of the evaluation team which will be comprised of ACSPI staff and stakeholders. Each member of the evaluation team will assign a point score according to the grading schedule listed below.

Points assigned by the individual scoring members will be tallied to determine the **Total Points** score for each FIRM.

ACSPI will evaluate submittals based on the following weighted evaluation factors and short-list up to three (3) FIRMs to submit pricing.

- General information – years in business, breadth of teaming available - 10%
- Team members and associated experience, CV's - 20%
- Similar projects, specifically remote AK, or Bering Sea Work - 45%
- Other general project experience - 25%

## Rights Reserved for the RFP Phase

After completion of the RFQ process, if the subsequent negotiations towards an agreement with the highest-ranked FIRM is not successful within the time allotted by ACSPI to the process, ACSPI may terminate the negotiations and negotiate with the next highest-ranked FIRM. This right shall be continued until a satisfactory contract can be negotiated, ACSPI rejects all proposals, or ACSPI

terminates the process.

#### XIV. ENGINEERING & ARCHITECTURAL ENTITIES

ACSPI defines a FIRM as follows: Architectural and/or Engineering Entity means a corporation, limited liability company, partnership, joint venture, or other legal entity that can provide appropriate design services for the PROJECT as needed pursuant to an Engineering & Architectural contract.

The FIRM shall identify and list all team members in the RFQ response.

A FIRM may not substitute for any team member in any required discipline identified in the Qualification Document, after submitting its statement, without ACSPI's express, written consent. No such approval will be granted unless the member is proposed to be replaced by a member of equal or higher qualification, as determined by ACSPI in its sole discretion. Upon a request for substitution, ACSPI reserves the right to:

- Re-score the Qualification Document of the team requesting the substitution.
- Disqualify the FIRM if it is determined that the proposed member is not "equally or higher qualified," or that there are other, disqualifying factors present.

#### XV. OTHER REFERENCE ITEMS

##### **Example Prequalification Score Sheet**

To be given to scoring members of the ACSPI team and stakeholders – For reference by submittal FIRMs only – DO NOT FILL OUT.

| <b>Scoring Sheet Summary</b>  |                              |                   |
|---|------------------------------|-------------------|
| <b>Name of Submitting FIRM</b>  |                              |                   |
| <b>Evaluation Category</b>  | <b>Total Points Possible</b> | <b>Your score</b> |
| General information – years in business, breadth of teaming available | 0 to 10                      |                   |
| Team members and associated experience, CV's                          | 0 to 20                      |                   |
| Similar projects, specifically remote AK, or Bering Sea Work          | 0 to 45                      |                   |
| Other general project experience                                      | 0 to 25                      |                   |
| <b>Total Maximum Points</b>   | <b>100</b>                   |                   |

##### **Directions to Evaluators**

As an evaluator of the FIRMs that submitted to design this PROJECT, you should review the four (4) categories listed below, so you know and understand what will be scored. Then please fully read from end to end the entire (up to) 12-page response. Once the submittal has been fully reviewed, begin at the beginning and specifically scan each section, looking for criteria, skills, qualifications

and experience that match the four areas to be scored. Fill in the scoring section, using the values for each weighted section. Total the score per FIRM at the bottom and return the completed score sheets to [jhassard@aleut.com](mailto:jhassard@aleut.com). Do not discuss, brief, acknowledge or reference your scoring efforts or individual scores prior to turning in your responses, after you've turned in your responses or after an award has been given. These individual scores are not to be released separately at any time to protect the individual scoring members and the process. Total score results will be released as needed by the management team. You are part of a scoring team comprised of ACSPI staff and stakeholders. Please do all in your power to avoid discussing your individual scores, even with other stakeholders and staff.

### **Delivery of Financial Records**

FIRMs that are selected / prequalified through the RFQ process may be requested by ACSPI to provide for review up to three years of audited financials of the qualified FIRM as well as subcontractors, as part of the RFP / pricing negotiations.

### **Pricing Submittal During the RFP Process**

If your FIRM is selected / prequalified through this RFQ process, the following items will be requested as part of the pricing negotiation process. These items ARE NOT required as part of the RFQ. Please DO NOT submit this information as part of the initial RFQ submittal. ACSPI reserves the right to adjust or modify these or other items requested during the RFP process. Items to be requested during the RFP process:

- Fully burdened labor rates of all management engineers, architects, and subject matter experts.
- Fully burdened labor rates of all project management staff, E.I.T.s, interns, engineer II's, drafters and office staff.
- A fully loaded estimate of services showing hours, positions, non-labor costs such as printing, IT, travel, and other costs, paired with draft completion time and estimated total cost.

As it will be a short negotiation period after the RFQ's are scored, ACSPI is suggesting FIRMs prepare this information in advance or be ready to provide it.

### **ACSPI Insurance Requirement**

If your FIRM is selected / prequalified through this RFQ process, the following insurance requirements will be required and should be planned for as part of the contract services.

- Minimum Scope and Limits of Insurance. FIRM must procure, and at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:
  - Commercial General Liability Insurance with a minimum limit of One Million Dollars (\$1,000,000.00) per occurrence for bodily injury, personal injury and property damage and a general aggregate limit of Two Million Dollars (\$2,000,000.00) per location. If FIRM is a limited liability company, the commercial general liability coverage must be amended so that FIRM and its managers, affiliates, employees, agents, and other persons necessary or incidental to its operation are insured.
  - Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with a combined single limit of One

Million Dollars (\$1,000,000.00) per accident for bodily injury and property damage.

- Professional Liability/Errors & Omissions Insurance with minimum limits of Two Million Dollars (\$2,000,000.00) per claim and in aggregate.
- Acceptability of Insurers. The insurance policies required under this Exhibit C must be issued by an insurer admitted to provide insurance in the State of Alaska.
- Additional Insured/Additional Named Insured. The automobile liability policies must contain endorsement naming ACSPI, its officers, employees, agents, and volunteers as additional insureds for instances when FIRM employees are traveling with ACSPI staff. The commercial general liability policy must contain an endorsement naming ACSPI, its officers, employees, agents, and volunteers as additional named insureds for the situation in question.
- Primary and Non-Contributing. The insurance policies required under this Agreement must apply on a primary non-contributing basis in relation to any other insurance or self - insurance available to ACSPI. Any insurance or self-insurance maintained by ACSPI, its officers, employees, agents, or volunteers, will be in excess of FIRM's insurance and will not contribute to it.
- FIRM's Waiver of Subrogation. The insurance policies required under this Agreement will not prohibit FIRM and FIRM's employees, agents or Subconsultants from waiving the right of subrogation prior to a loss. FIRM hereby waives all rights of subrogation against ACSPI.
- Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by ACSPI. At ACSPI's option, FIRM must either reduce or eliminate the deductibles or self-insured retentions with respect to ACSPI, or FIRM must procure a bond guaranteeing payment of losses and expenses.
- Cancellations or Modifications to Coverage. FIRM agrees not to cancel any insurance coverage during the term of this Agreement. FIRM further agrees not to reduce or otherwise modify the insurance policies required by this Agreement during the term of this Agreement, without the prior written approval of ACSPI. The commercial general and automobile liability policies required under this Agreement must be endorsed to state that should the issuing insurer cancel the policy before the expiration date, the issuing insurer will endeavor to mail thirty (30) days' prior written notice to ACSPI. If any insurance policy required under Agreement is canceled or reduced in coverage or limits, FIRM must, within two (2) business days of notice from the insurer, phone and notify ACSPI via electronic mail and certified mail, return receipt requested, of the cancellation of or reductions to any policy.
- ACSPI Remedy for Noncompliance. If FIRM does not maintain the policies of insurance required under this Agreement in full force and effect during the term of this Agreement, or in the event any of FIRM's policies do not comply with the requirements of this Exhibit C, ACSPI may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, ACSPI may, but has no duty to, take out the necessary insurance and pay, at FIRM's expense, the premium thereon. FIRM must promptly reimburse ACSPI for any premium paid by ACSPI or ACSPI, in its sole discretion, may withhold amounts sufficient to pay the unpaid amounts.
- Evidence of Insurance. Prior to the performance of the Work under this Agreement, FIRM must furnish ACSPI with a certificate or certificates of insurance and all original endorsements evidencing and affecting the coverage required under this Agreement. The endorsements are subject to ACSPI's approval. ACSPI may request, and FIRM must provide complete, certified copies of all required insurance policies to ACSPI. FIRM must maintain current endorsements

on file with ACSPI. FIRM must provide proof to ACSPI that insurance policies expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. FIRM must furnish such proof at least two (2) weeks prior to the expiration of the coverage.

- Indemnity Requirements not Limiting. Procurement of insurance by FIRM will not be construed as a limitation of FIRM's liability or as full performance of FIRM's duty to indemnify ACSPI.
- Subconsultant/Subcontractor Insurance Requirements. FIRM's insurance coverage must include its Subconsultants/Subcontractor or FIRM must require each of its Subconsultant/Subcontractor that perform work under this Agreement to maintain insurance coverage that meet all these requirements.