



Prince William Sound
Aquaculture Corporation
DEVELOPING SUSTAINABLE SALMON FISHERIES
FOR ALASKA AND THE WORLD

PWSAC Request for Proposals
Diesel and Gasoline Delivery within Prince William Sound

Prince William Sound Aquaculture Corporation
500 1st St
PO Box 1110
Cordova, AK 99574

Dear Interested Contractors,

Prince William Sound Aquaculture Corporation (PWSAC), based in Cordova, Alaska, is seeking proposals for diesel and gasoline delivery to four hatcheries within Prince William Sound (PWS) on a regular schedule set by PWSAC. The deliveries will be made in accordance with standards and methods to meet all current regulatory and environmental requirements.

A bid packet and specification sheet are included within this invitation letter. Proposals for this project must be received at the PWSAC office by April 7, 2023, via email to steve.hilton@pwsac.com. For additional information, please email or call. Bid proposals will be kept confidential. PWSAC reserves the right to reject any and/or all bid proposals.

Thank you for your interest and I look forward to hearing from you.

Sincerely,

Steve Hilton
Production Manager, PWSAC
907-280-9388

Attachments:
RFP Fuel Delivery
Map of PWS with Hatcheries Locations

**DEVELOPING SUSTAINABLE SALMON FISHERIES
FOR ALASKA AND THE WORLD**

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PRINCE WILLIAM SOUND AQUACULTURE CORPORATION

REQUEST FOR PROPOSALS DIESEL AND GASOLINE DELIVERY

SCOPE OF SERVICES: The Prince William Sound Aquaculture Corporation (“PWSAC”) hereby invites qualified general contractors (“Contractor”) to submit proposals for the delivery of diesel and gasoline to four hatcheries within Prince William Sound.

The scope of work includes materials, labor, and all equipment for diesel and gasoline delivery. Fuel will be purchased from a PWSAC approved vendor out of Whittier or Cordova and invoiced directly to PWSAC.

Prior to the proposal deadline, and with approval from PWSAC, site visits can be arranged at the contractor’s expense.

The successful contractor will be required to submit proof of business licensure, insurances, and tax certification as noted in the RFP.

The RFP does not commit PWSAC to award a contract, nor to pay any of the costs incurred in the preparation and submission of Proposals in anticipation of a contract. PWSAC reserves the right to waive irregularities and accept or reject any or all Proposals.

DEADLINE FOR PROPOSALS: All proposals must be submitted via email and must be received by PWSAC by the end of the day of 04/07/2023.

Acknowledgement of addenda may be delivered by email, and confirmation of receipt of any submitted documents is the sole responsibility of the Proposer.

Proposal documents delivered via email shall be submitted to Steve Hilton, steve.hilton@pwsac.com
Proposals shall be clearly marked **REQUEST FOR PROPOSALS, Fuel Delivery**.

1.0 GENERAL TERMS AND CONDITIONS

1.1 Pre-Proposal

Proposers should carefully examine this entire RFP, its addenda, and all related materials and data referenced herein. Proposers shall be fully aware of the nature of the work and the conditions likely to be encountered in performing the work. This duty of full preparation falls to each Proposer. By submitting a bid each proposer represents and warrants that it has fulfilled this duty.

1.2 Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward and concise delineation of the Proposer's capability to satisfy the requirements of this RFP.

1.3 Proposal Development and Submittal

Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

This solicitation does not commit PWSAC to select any Contractor for the requested services. All costs associated with the respondents' preparations, submission and oral presentations shall be the responsibility of the Proposer.

1.4 Signature Requirement

Proposals must be signed by an employee, officer or other agent of the proposer authorized to sign contracts on its behalf. Submission of such an acceptable signature shall be construed as binding the submitting party to the Proposal.

1.5 Questions

Questions must be submitted via email to Steve Hilton, steve.hilton@pwsac.com.

1.6 Late Submissions

Proposals not received prior to the date and time specified in the RFP, or otherwise modified by Addendum, may not be considered, and will be returned unopened after recommendation of award.

1.7 Withdrawal of Proposals

At any time prior to the scheduled closing time for receipt of RFP submittals, any responding firm may withdraw its submittal via email to Steve Hilton, steve.hilton@pwsac.com. However, a Proposal shall not be withdrawn after opening without the written consent of PWSAC.

1.8 Proposal Acceptance Period

It is anticipated that award will be announced within 30 calendar days of the proposal submittal date; however, all offers must be irrevocable for 60 days following the proposal submission date. PWSAC is under no obligation to accept a deficient proposal or to accept any proposal if none or fewer than two are found to be acceptable. All acceptances are subject to appropriation by PWSAC Assembly and grant rules.

1.9 Right to Reject / Award

PWSAC may reject any or all Proposals, if the PWSAC General Manager determines that it is in the best interest of PWSAC, and may waive irregularities, other than the requirements for timeliness and manual signature, if the irregularities do not affect the competitive advantage of any Proposer.

Award will be made to the most qualified Proposer, whose offer is deemed most advantageous to PWSAC, all evaluation criteria considered. PWSAC may choose to interview only the top-ranking firms as based on proposal review and scores. Unsuccessful offerors will be notified.

1.10 Licenses and Certification

Proposers shall include with their Proposals copies of all licenses, certificates, registrations, and other credentials required for performance under the contract. Documentation of the same must be current and must have been issued by or under authority of the State of Alaska or, if documentation is from an outside jurisdiction, such documentation submitted must be of a form accepted as valid by the State of Alaska for performance in Alaska. Such documentation shall include, but is not limited to, a current Alaska business license for the business to be conducted, applicable professional licenses, registrations, and all necessary certificates.

2.0 SCOPE OF WORK

The following is presented for assessment purposes only. The final scope of work will be that agreed to as part of the final signed contract between PWSAC and the prevailing bidder. In the event there is any alleged conflict or inconsistency between the scope of work discussed in these bid documents, and the scope of work in the parties' contract, the latter will prevail.

If the Proposer has any questions regarding the scope of work and attached plans, including a belief that the bid documents are insufficiently specific, the Proposer must raise these issues prior to submitting their Proposal, otherwise they are waived.

All work will require consultation with PWSAC. The Contractor shall provide all equipment needed to deliver diesel and fuel, including, but not limited to, tanks, trucks, hoses, and pumps. The Contractor shall supply a minimum of two members of staff for onsite transfer of fuel to bulk tank. PWSAC will provide one member for site direction and help. Fuel will be purchased from a PWSAC approved vendor out of Whittier or Cordova and will be invoiced directly to PWSAC.

Contractor shall deliver fuel to the four hatcheries listed below in accordance with a schedule provided by PWSAC: approximately twice per month in February and twice each month from April to September. Assume delivery loads of about 7,000 gallons per delivery. If the delivery capacity of the contractor is different, then the number of deliveries may be different. Please indicate in the proposal the delivery capacity.

- Cannery Creek Hatchery (Unakwik Inlet) 10 deliveries – 70,000 gallons
- Armin F. Koernig Hatchery (Chenega) 10 deliveries – 70,000 gallons
- Wally Norenberg Hatchery (Esther Island) 2 deliveries – 12,000 gallons
- Main Bay Hatchery (Main Bay) 1 delivery – 7,000 gallons

Proposal shall include a description of methods and means to supply fuel to the sites listed.

The Contractor shall provide a Spill Prevention Plan, certifications of HAZWOPER training along with any other relevant trainings staff/crew will carry, and five-million-dollar pollution and five-million-dollar liability insurance with their bid.

Contractor will abide by all PWSAC policies and restrictions while at PWSAC site.

3.0 PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the Proposals be organized in the manner specified below.

3.1 Capability to Perform

- Provide a history of the firm, technical qualifications and areas of expertise, address of office that will manage project, length of time in business, firm's legal structure, firm's commitment to provide necessary resources to perform and complete project in a timely manner.
- List names of the persons 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.

3.2 Qualifications and Experience of the Firm

- Detail the firm's expertise and experience in the same or similar projects and scale executed by the firm that demonstrate relevant experience.
- Provide a list of public sector clients with an emphasis on remote projects and fish hatchery related projects for whom you have performed similar work in the past five years. Include name, address, and a phone number of a person who can be contacted regarding the firm's performance on each project.

3.3 Key Project Staff and Consultants

- Identify key project staff with their roles within the project clearly identified, as well as those key staff for subconsultants expected to provide services on behalf of the firm.
- Identify the project manager who will be responsible for the day-to-day management of project tasks and will be the Owner's primary point of contact.
- Provide a qualification synopsis or resumes for each of the individuals referenced.
- Be specific about the proposed staff regarding experience and qualifications on projects of similar size and scope.
- The Proposal should discuss the current workload of proposed staff and the organization's ability to perform the services within the established timeline.

3.4 Methodologies, Approach, Timeline

- Provide detailed information on the firm's methodology in meeting the scope of work requirements in this RFP, which provides interest and insight to the specific details of the project. This should consist of a detailed work plan indicating the tasks to be accomplished, the resources that will be utilized and the timeline for completion.
- Describe overall approach to executing the project, to include any unique aspects

envisioned or alternative approaches, including budget sensitivity, efficiency, completeness, pertinence of the tasks, and logic of the overall approach.

3.5 Fixed Cost Proposal

Provide a per gallon proposal for delivery costs for 100% of supply. Additionally, we will consider proposals for 50% of supply. This would be split equally by grouping 2 sites together (Group 1 - Armin F. Koernig and Main Bay Hatchery, Group 2 - Wally Noerenberg and Cannery Creek Hatchery).

Proposals should cover a period of one year from April 14th, 2023, until March 31, 2024. Upon successful completion of the first year the contract may be extended out for an additional two years at PWSAC's discretion. If the date of April 14th, 2023 is not manageable, please identify earliest date possible in proposal.

Cost will be evaluated using a ratio method after all qualitative scoring is completed. The Proposal with the lowest cost receives the maximum points allowed. All other Proposals receive a percentage of the points available based on their cost relationship to the lowest cost Proposal. The following formula will be used:

- $\text{lowest cost Proposal} / \text{cost Proposal being evaluated} \times \text{maximum points available} = \text{awarded points for Cost criteria.}$

4.0 PROPOSAL EVALUATION PROCESS

Evaluation Process

An evaluation committee, representing PWSAC will review, evaluate, score and rank Proposals, in accordance with criteria identified in this RFP.

PWSAC also reserves the right to request oral interviews with the highest ranked individuals or firms (short list). The purpose of the interviews with the highest ranked firms is to allow for clarification to, expansion upon, and possible refinement of, the written responses. If interviews are conducted, a maximum of three firms will be short-listed. A second score sheet, with the same categories and score points used for the first evaluation, will be used to score those firms interviewed as a second evaluation. The final recommendation for selection will be based on the total of all evaluators scores achieved on the second rating.

The evaluation committee will forward a recommendation for contract award based on points awarded. The General Manager will review the results of the selection committee. The company, whose Proposal is ranked highest, subject to approval by PWSAC General Manager, may be invited to enter final negotiations with PWSAC for the purposes of contract award. The criteria to be considered during evaluations, and the associated point values, are as follows:

Capability to Perform	10	Points
Qualifications and Experience of the firm	10	Points
Key Project Staff and Subconsultants	10	Points
Methodology, Approach, Timeline	20	Points

Cost	<u>50</u>	Points
Total Points	100	Points

5.0 Qualitative Rating Factor

Firms will be ranked using the following qualitative rating factors, excluding cost, for each RFP criteria:

- 1.0 = Outstanding
- .8 = Excellent
- .6 = Good
- .4 = Fair
- .2 = Poor
- 0.0 = Unsatisfactory

The rating factor for each criteria category, except for cost, will be multiplied against the points available to determine the total points for that category.

6.0 SELECTION PROCESS

The Proposer with the highest total evaluation points will be invited to enter contract negotiations with PWSAC. If an agreement cannot be reached with the highest ranked Proposer, PWSAC shall notify the Proposer and terminate the negotiations. If Proposals are submitted by one or more other proposers determined to be qualified, negotiations may then be conducted with such other Proposers in the order of their respective rankings. This process may continue until successful negotiations are achieved. PWSAC reserves the right to reject any and all Proposals submitted.

7.0 FIXED COST PROPOSAL FORM

Delivery Services

Fixed costs are prices per gallon delivered excluding cost of delivered fuel

Fixed cost proposal for 100% supply	_____
	\$
Fixed cost proposal for supply to Group 1 (AFK and MBH)	_____
	\$
Fixed cost proposal for supply to Group 2(CCH and WNH)	_____
	\$

Consultant acknowledges and hereby represents that if awarded a contract they will enter into and execute a contract with PWSAC for construction services referenced in this Request for Proposal at the Fixed Cost compensation stated above.

By executing this Proposal, I certify that I have the authority to bind the Contractor or other business entity, who is submitting this Proposal.

Contractor's Signature: _____

Printed Name

Printed Title

Printed Company Name

Date

Prince William Sound Hatcheries

