

**Request for Expression of
Interest and Qualifications
Metlakatla Indian Community**



INVITATION COVER SHEET

**SERVICE: Request for Expression of Interest for
Community Small Scale Waste-to-Energy Project**

Responses must be submitted by: 5:30 P.M. EST, August 28 2015

For Information Contact: John Carlton P.E. BCEE,
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1. GENERAL INFORMATION

a) Purpose

Metlakatla Indian Community (hereinafter referred as “MIC”) is requesting expression of interests and qualifications from companies (hereinafter referred as “Responder” or “Responders”) that ultimately might be deemed as “Qualified Proposers” relative to the potential small scale Waste-to-Energy facility for processing municipal solid waste (MSW) on Annette Island, AK.

b) Expression of Interest and Qualifications Submission Requirements

1. Official submission forms and any additional materials need to be submitted no later than 5.30 p.m. EST, on August 28, 2015.
2. The submission forms have been developed by GBB, Inc. in the form of survey and are available on the following link: https://www.surveymonkey.com/r/GBB_Metlakatla_RFIQ . Click on the link or copy the address and paste it into your browser.
3. Any additional materials that the Responders consider to be important to present the interest and qualifications of the company can be submitted electronically to:
John Carlton P.E. BCEE
Senior Vice President, GBB Inc.
jcarlton@gbbinc.com
4. Timely submission of the forms and the additional materials prior to the specified time is the sole responsibility of the submitting entity. The Metlakatla Indian Community shall not be responsible for delays caused by the electronic delivery service.
5. Late submittals shall not be evaluated.
6. All submittals shall become the property of the Metlakatla Indian Community and will not be returned.
7. Submittals will be handled confidentially by the MIC and its consultants during the evaluation process.
8. The Metlakatla Indian Community will not be liable in any way for any costs incurred by any Responder in the preparation of its submittal or the Qualified Proposer’s participation in any subsequent discussions and negotiations.

c) Rights of Metlakatla Indian Community

This RFIQ constitutes an invitation to submit Expression of Interest and Qualifications to the MIC, but does not obligate the MIC to procure or contract for any of the services as generally contemplated in this RFIQ. If the Responses to this RFIQ are determined to be in the MIC’s best interest, the MIC may elect to request a proposal for services from a Preferred Proposer (s) through a MIC RFP procurement process, including entering into a Service Agreement referenced in this RFIQ.

The MIC, including its agents and designated representatives, reserves and holds at its sole discretion, various rights and options, including without limitation, the following:

1. To waive any minor informalities in the RFIQ;
2. To prepare and issue modifications and/or addenda to the RFIQ prior to the receipt of submissions from Respondents that may expand, restrict, or cancel any portion or all work described in this RFIQ;
3. To receive questions and to provide such answers to the RFIQ as it deems appropriate;
4. To reject any or all Responses to this RFIQ;
5. To change the date for receipt of this RFIQ or any deadlines and dates specified in this RFIQ;
6. To change the procurement and/or selection process;
7. To conduct investigations with respect to the information provided by each Responder and to request additional information to support such Responder's submittal;
8. To seek clarifications from each Responder;
9. To select Qualified Proposers from those Responders who, in the judgment of MIC, are in MIC's best interest; and
10. To cancel this RFIQ with or without the substitution of another RFIQ, with or without cause, without liability to the Metlakatla Indian Community.

d) Contact for Questions and Clarifications

1. Point of Contact

Any questions regarding this Request for Expression of Interest and Qualifications should be directed to the MIC consultants in writing via email to:

John Carlton P.E. BCEE
Senior Vice President, GBB Inc.
jcarlton@gbbinc.com

2. Changes to the Request for Expression of Interest and Qualifications

Changes made to the Request for Expression of Interest and Qualifications as the result of responses made to questions or concerns will be put in writing and distributed via email to each company invited to submit a response and on the GBB web site.

Metlakatla Indian Community does not commit to answering all questions received from bidders.

2. OVERVIEW AND BACKGROUND

a) Metlakatla Indian Community Background

The Metlakatla Indian Community (MIC), located on the Annette Islands, is the only Indian Reserve in the State of Alaska. The MIC Annette Islands Reserve (AIR) exists by the authority of the Constitution and By-laws of the MIC as approved on August 23, 1944 by the Secretary of Interior. Organized under the provisions of the Indian Reorganization Act (AIR), the MIC, Indian Tribe is held in trust by the United States for the benefit of MIC. The responsibility of prescribing rules and regulations governing the use of the Annette Island Reserve was delegated to the MIC by the Secretary of Interior. The MIC Tribal Council conducts the legislative function of the city, approves budget, plans for capital

improvements, approves major land transactions, etc. Council meetings are held on the first Tuesday of each month.

The community population is approximately 1,500 with an average growth rate of 1% since 2008. Currently, MIC dumps all municipal solid waste (MSW) at the local landfill and barges used motor oil and toxic waste to Ketchikan for recycling. Twice a week, MIC burns the medical waste from the local medical clinic.

b) MSW Management in Metlakatla Indian Community

The MSW is collected by one truck, with a two-person crew, and transported to the dump where it is then burned for volume reduction. Residents receive waste pick-up services twice per week on Mondays and Thursdays one half of the town, and on Tuesdays and Fridays in the other half. Commercial customers and outlying residence are serviced on Wednesdays.

MIC utilizes an unregulated dump site to dispose all of the MSW collected in the community. The average amount of MSW collected to be considered available for the small scale WTE facility is around 5 TPD¹. MIC waste generation rate is estimated at around 5.85 lb. per capita per day^{Error! Bookmark not defined.}. At this time, MSW is the only fuel available for the small-scale WTE facility.

c) Project Background

Gershman, Brickner & Bratton, Inc. (GBB) was hired by the Metlakatla Indian Community (MIC) to evaluate the feasibility of a small scale waste-to-energy (WTE) facility as part of the update to the existing MIC's Solid Waste Management Plan (SWMP). Through a grant received from the U.S. Department of Interior (DOI) to update the SWMP, MIC is considering small scale WTE strategies to reduce or eliminate the need for the Municipal Dump; as well as create energy (electricity, heating or cooling) for MIC facilities such as schools, medical clinic, and fish packaging plant.

As part of the scope of work, GBB is assisting MIC with this RFIQ to identify small scale WTE technologies that can process the MSW and generate electricity and/or heat.

3. SCOPE OF SOLICITED SERVICES

The Solid Waste Management system's reliance on the Municipal Dump is unsustainable. The MIC is therefore looking into changing the existing system to prevent the MSW from being disposed in the Municipal Dump to allow for its proper closure.

The Metlakatla Indian Community is requesting submissions from companies that have small scale Waste-to-Energy plants and can:

¹ Reported by MIC officials;

- Process at least 5 tons per day of MSW as generated by MIC. MIC waste generation rate is estimated at around 5.85 lb. per capita per day² or around 5 TPD³;
- Allow for an increase of feedstock available to around 10 TPD.
- Serve as a solid waste management technical solution and potentially be a source of energy (electricity or heat).
- Offer an affordable technical solution that will provide local jobs.
- Generate electricity and/or heat
 - o Electricity for Metlakatla Power and Light;
 - o Electricity for the freezers on the plant site of the Silver Bay Seafoods Metlakatla, LLC
 - o Heat for heating the MIC public pool; and/or,
 - o Heat for heating the medical building.

4. QUALIFICATION REQUIREMENTS

a) Approach

Responses to this RFIQ will be evaluated on the basis of all the criteria set forth in this RFIQ, including the corporate, technical and operational criteria as summarized below. Each Responder shall provide all requested information or shall give an explanation for any requested information that is not provided. The following sets forth the qualifications criteria (Qualification Criteria) that will be reviewed and considered as part of the selection process to establish the short list of Qualified Proposers for a small scale Waste-to-Energy Facility.

- o Corporate experience requirements

Responder shall provide all information requested in the attached form as explained in section 1.b. and as detailed below. Failure to provide this information may result in the Responder not being prequalified.

1. Number of years in business under the same corporate name;
2. Provide a statement that Responder has not defaulted on a project or contract nor failed to complete a project within the past five years. If this is not the case, explain and provide project contact information;
3. Provide a statement whether Responder has or has not been involved in litigation as a plaintiff against an owner, design firm or construction contract administration firm, or served an owner with a claim for additional compensation prepared by an attorney or a claims consultant, excluding routine change order requests, in the past five years. If Responder has, explain and provide contact information. List any lawsuits or administrative actions to which the Responder is currently a party or has been a party (as either a plaintiff or defendant) during the past five years;
4. With respect to previous projects completed or ongoing, provide a statement that the Responder, as well as all of its affiliated companies, is not involved in any dispute, formal

² Draft Integrated Solid Waste Management Plan, Metlakatla, Alaska- Ridolfi Inc., April 2013

³ Reported by MIC officials;

claim, or litigation with an owner, nor any authority or organization with which the owner has a vested interest. If this is not the case, please explain;

- o Technical Requirements

The Responder, must demonstrate to the satisfaction of the MIC, that it has the appropriate small scale Waste-to-Energy technology and operating experience as described in the following:

- At least two (2) years of experience in construction and operations of small scale Waste-to Energy facilities as proposed for MIC;
- At least one reference facility where the Responder was responsible for at a minimum the design and installation, with a preferred throughput capacity no greater than 10 TPD. The reference facility should be located in the United States and use the same technology used in the Responder’s submittal to this RFIQ. At a minimum, the reference facility should be commercially operating continuously for at least one year. For the reference facility, the Responder shall provide the information as required in the form described under 1.b.
- Demonstrated ability of the reference facility(ies) to meet the environmental compliance standards where they are located.

The Responder will be evaluated based on the applicability of the small scale WTE technology in the MIC case and their experience with the technology. Since the MIC is the main beneficiary of the potential small Waste-to-Energy facility the MIC may conduct independent inspections, at its own expense, of a referenced facility at any time during the feasibility discussion phase.

b) Qualifications Evaluation Process

Upon closure of the RFIQ, the Metlakatla Solid Waste Management Consultant GBB, Inc. will evaluate the submissions, and together with Metlakatla Indian Community officials, an official list of the companies shortlisted will be issued. During the selection period, the Project Team may reach out to the Responders to discuss responses to the RFIQ.

5. PROCUREMENT SCHEDULE

RFIQ release date	August 7, 2015; 8:00a.m. EST
Submission open	August 7, 2015 – August 28, 2015
RFIQ closed	August 28, 2015; 5:30p.m. EST
Short List Announced	September 15, 2015; 5:30p.m. EST

6. RFIQ POINT-OF-CONTACT

For information on the RFIQ, or with any other questions, please contact:

John Carlton P.E. BCEE
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[908-319-5992](tel:908-319-5992)