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SOUTHEAST ALASKA DEVELOPMENT ORGANIZATION

Wood Pellet Mill Construction Project Manager Services RFP  
REQUEST FOR PROPOSALS  
RFP #2024-02-B  
Date of Issue: 10/28/2024  
Proposals Due: 11/11/2024

**Summary:**

Southeast Conference (SEC) is soliciting proposals from a qualified firm for construction project management support of a new construct wood pellet mill and ancillary infrastructure to be constructed on Gravina Island in Ketchikan, Alaska. SEC will compensate awardees for time and material, not-to-exceed \$50,000. Construction activities should take place in 2024 and pricing provided should be valid for at least 45 days after receipt of a proposal.

**Project Background:**

Southeast Conference – the state and federally recognized economic development organization for Southeast Alaska – has received grant funding from the USDA-Forest Service and the Denali Commission to purchase a small pellet mill that will be installed in Ketchikan, Alaska to establish a secure pellet supply in the region.

This first containerized pellet mill in Ketchikan is being placed in a location where it is easy to visit – and would function as a demonstration project, or pilot project for other proposed locations. It is possible that the vendor of the mill would provide several years of operation support for the mill, to ensure a good startup and a successful demonstration project.

Prior to receiving the mill in winter 2025, Southeast Conference is responsible for a number of site preparation tasks. Southeast Conference is seeking proposals for all or some of the following tasks:

1. Installation of electrical wiring to power pellet equipment
2. Repair to an existing structure and site cleanup around building
3. Plumbing to develop a fire suppression system

4. Construction of a concrete pad to hold containerized pellet mill
5. Construction of a steel Quonset hut.

### Infrastructure Requirements:

Entities submitting proposals under this RFP must ensure all hired contractors comply with requirements of Build America, Buy America (OMB Memo M-22-11) that dictates the use of iron, steel, manufactured products, and construction materials be produced in the United States. Waivers may be granted under certain circumstances.

### Scope of Work:

Work to be completed under this proposal may include, but is not limited to:

- Work with SEC staff and pellet mill contractors to establish timeline and task order for site preparation.
- Work with SEC staff and pellet mill contractors to confirm what site preparation tasks need to be complete.
- Identify and apply for appropriate Borough and State permit/s.
- Provide supervision and quality control verification on all contractor work.

Proposals will need to include the following elements:

- Key personnel resumes.
- Description of firm's qualifications for the job.
- Minimum of two (2) examples of comparable past work that was successfully completed by the firm. Highlight projects that were done in or near Ketchikan.
- Cost of providing project management services for six (6) to twelve (12) months.

### General Requirements:

**Single Point of Contact.** The contractor will designate one person as the project manager and point of contact with SEC.

**Progress Reports.** Updates will be submitted to SEC monthly, detailing progress to date, any difficulties encountered in accomplishing the work, and next steps planned.

**Public Information.** All products produced under this RFP will become publicly available on completion.

### Proposal Submission Process:

**Deadline.** Submit proposals in pdf format by Nov. 11, 2024 by 5pm AST via email to project manager Charles Westmoreland at [energy@seconference.org](mailto:energy@seconference.org). Confirm receipt of proposals.

Proposals received after the deadline may be considered but only if they can be

accommodated by SEC's review process. Additional information provided after the deadline may also be considered but only if such information can be accommodated by the review process.

**Public Information.** Proposals and work plans may be distributed throughout the organization for review and comment. Proprietary information should not be submitted in any proposal. SEC will not knowingly reveal the contents of a proposal that is not subsequently accepted for contract; however, SEC accepts no liability should such contents inadvertently be revealed to third parties.

**Changes.** Any changes or addendum will be posted on the Southeast Conference website and sent directly to respondents who have specifically requested notification.

**Preparation Costs.** SEC is not liable for any costs incurred by the proposer during the proposal preparation.

**Questions.** Inquiries regarding this request for qualifications shall be directed to project manager Charles Westmoreland at [energy@seconference.org](mailto:energy@seconference.org).

#### **Evaluation Criteria and Award Process:**

All proposals must demonstrate the contractor's ability to successfully prepare the site for the installation of the pellet mill.

Criteria for evaluating proposals is as follows:

- Experience working within the location (25%)
- Past experience on relevant or similar projects (25%)
- Costs are reasonable and fall within available funding levels (50%).

Scoring of each proposal against the criteria listed above will be conducted by an RFP review committee. SEC reserves the right to reject any and all of the proposals received. If necessary, SEC may select the proposals that, in its sole view, most nearly conform to its needs as outlined in this RFP and then negotiate directly with that proposer to refine the proposal to achieve a contract that fully satisfies SEC needs.

#### **About Southeast Conference:**

As the state and federally designated regional economic development organization for Southeast Alaska, Southeast Conference serves as the collective voice for advancing the region's economy. Southeast Conference has over 200 member organizations representing 1,200 people from 32 regional communities and 19 Tribes. The mission of Southeast Conference is to undertake and support activities that promote strong economies, healthy communities, and a quality environment in Southeast Alaska. The Southeast Conference formed in 1958 with a group of people supporting the establishment of a regional

transportation system in Southeast Alaska, which led to the formation of the Alaska Marine Highway System. After that success Southeast Conference stayed together through more than a half-century to focus on concerns unique to the region, including transportation, maritime, tourism, seafood, natural resources, health care, government, and overall quality of life.

**Attached Addendums:**

1. Site Map
2. Building Specs
3. Completed Pellet Mill Layout



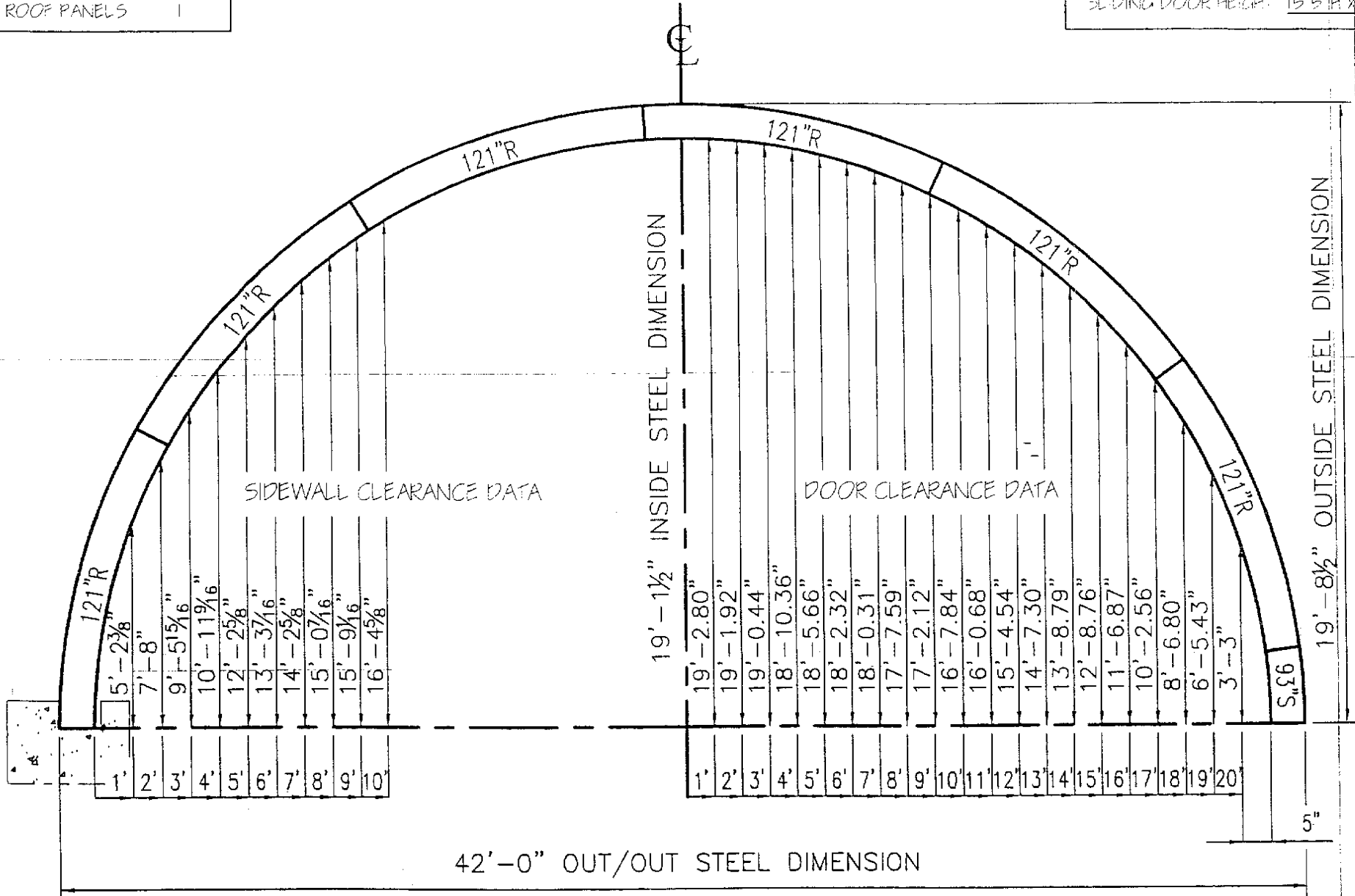
DRAWINGS FOR APPROVAL	
COMPANY:	_____
NAME:	_____
DATE:	_____
APPROVED: YES	___
NO	___
REVISE AS INDICATED	

<p><b>BMQINC</b></p> <p>209 QUALITY AVENUE, STE. 9          NEW ALBANY, IN 47150          TEL.: (812)923-4992 FAX.: (812)923-4994          EMAIL: BMILLER@BMQINC.COM HTTP: WWW.BMQINC.COM</p>			<p>THIS MATERIAL IS THE PROPERTY OF BMQINC, AND SHOULD NOT BE REPRODUCED, PUBLISHED OR DISCLOSED TO OTHERS WITHOUT AUTHORIZATION AND SHALL NOT BE USED IN ANY WAY AGAINST OR DETRIMENTAL TO BMQINC, NEW ALBANY, IN.</p>		
			<p>ALASKA PROJECT          PLAN VIEW          REV 9</p>		
<p>DRAWN BY:  <b>CDC</b></p>	<p>DATE:  <b>7/24/24</b></p>	<p>APPROVED BY:</p>	<p>UNLESS OTHERWISE SPECIFIED          DIMENSIONS ARE IN INCHES.</p>	<p>JOB NO.:</p>	<p>DRAWING NO.:</p>
<p>SCALE:</p>	<p>DECIMAL: FRACTION: OVERALL:          .XX 1/32 49/16 0.00 1/32          .XXX 1/64 &lt; 0.01</p>	<p>TOLERANCES:</p>	<p>DATE:</p>	<p>REV.:</p>	<p>REV.:</p>



(121") ROOF PANELS 6  
 (93") ROOF PANELS 1

OVERHEAD DOOR HEIGHT: 414" X 14"W  
 SLIDING DOOR HEIGHT: 155 1/4" X 24"W



NOTE:  
 THE INSIDE BUILDING HEIGHT DIMENSIONS WILL  
 DECREASE BY 4" WHEN USING A CONCRETE TROUGH.

MODEL: **Q42-20**

DATE: 2/17/04

SCALE: NONE