**Kawerak Request for Proposal**

Regional Recycling Center Project Development Manager

*DUE FEBRUARY 17, 2023*

 *Kawerak environmental program*

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# **Document Purpose and Background**

Kawerak, Inc., a non-profit tribal consortium located in Nome, Alaska, provides a multitude of services to residents of the Bering Strait Region, in one of the most remote parts of the world. Kawerak represents 20 federally recognized tribes residing within 16 communities in a region of 10,000 people. Most local residents of the Bering Strait Region have ancestral ties to the area dating back thousands of years, and many still speak Indigenous languages. Residents often maintain a subsistence way of life, therefore value a clean environment, and depend on year round fishing, hunting and gathering practices.

In recent years, climate change has diminished sea ice at the North Pole, thereby opening up the Northwest Passage and allowing more vessel traffic into our Arctic waters. Nome is poised in the center of the Bering Strait and a new deep water port is being developed by the City of Nome and the US Army Corps of Engineers. In addition, Nome is being considered for a northern Coast Guard station which will greatly impact Nome’s current utilities.

Residents of the region have expressed the desire to address marine debris, decrease waste going to the landfills, and recycle more materials. In the spring of 2022, Kawerak completed a feasibility study to demonstrate what type of facility would be appropriate for our region based on current waste streams, community feedback, and need. The Kawerak Environmental Program Director is currently working with the City of Nome General Manager, the Director of Public Works and the waste collector, Alaska Waste, to identify an appropriate location for the facility, how to create a sustainable service, and to determine next steps.

Kawerak, Inc.’s Environmental Program seeks a contractor to manage the development of a regional recycling center by working closely with partners, overseeing either the design and construction of a new facility or the renovation of an existing building, managing contracts, tracking progress, and working with Kawerak on finding and applying for new opportunities to support gaps in funding.

Over the course of 18 months, the contractor will work directly with the City of Nome, Alaska Waste, and Kawerak on project development activities. Contractor will oversee the final design of the facility and construction projects, and ensure compliance with all city, state and federal regulations. Finally, contractor will see the project through to completion until the facility is ready for use.

Funding is not yet available for this contract. Several funding opportunities for infrastructure have become available and Kawerak plans to apply for the ones that fit our goal of developing this facility for our region. The Project Development Manager identified through this RFP will be included as the contractor in future funding applications. The intent of this project is to develop a regional recycling facility that will enhance our ability to protect our environment for the residents of the Bering Strait Region.

# **II. Summary of Deliverables**

To be considered, Responders must deliver proposals to the address below, on or before the deadline, and in the number of copies indicated below.

*Deadline:* Proposals will be accepted until Friday, February 17, 2023 at 5pm Alaska Standard Time (AKST).

*Address Responses To:* Kawerak Environmental Program, Attention Anahma Shannon, Environmental Program Director, P.O. Box 948, Nome, Alaska, 99762 or email to ashannon@kawerak.org

*Mark Proposals as Follows:* “Recycling Facility Project Development Manager Proposal” – Kawerak Environmental Program”

Cover Letter: 2 page maximum

Narrative: 20 pages maximum

Resumes: 6 pages maximum

# **III. Project Information**

Contractor will complete the following:

* Work with Kawerak Environmental Program Director to refine project scope and objectives;
* Create and manage a detailed project schedule and work plan; manage design process to ensure compliance with city, state and federal regulations;
* Review legal documents for structuring, risk management and tax issues;
* Track and evaluate project performance;
* Manage construction bidding process, all contracts, and completion of projects;
* Facilitate community support through widespread project updates;
* Lead regularly scheduled meetings with project partners to provide progress reports on no less than a quarterly basis;
* Assist Kawerak with applying for additional funding by supplying information based on anticipated project needs.

# **IV. Evaluation Process**

Bids will be evaluated based on contractor’s proposed narrative, experience, and the overall feasibility of the proposal.

1. A narrative will outline how contractor proposes to develop this project, including an overall timeline, an activity matrix including major projects outlined in this RFP. This demonstrates your approach to project management and should address the work to be performed. 30 points
2. A project budget will include staff time, supplies, travel and other expenses. 20 points
3. Previous Experience: Provide a summary of projects similar in size and complexity that demonstrate relevant experience, preferably in rural Alaska. 25 Points
4. Specialized Experience: Working knowledge and preferably previous experience within the fields of recycling programs, facility construction, community engagement, and rural economic development. 25 Points

Contractor Selection Criteria Weight

1. Narrative 30
2. Budget 20
3. Previous Experience 25
4. Specialized Experience 25

 **Total 100**

In the event that Kawerak cannot successfully negotiate a contract with the highest ranked Responder, staff will terminate negotiations with that Responder and initiate negotiations with the next highest ranked Responder. This process will be followed until Kawerak and a Responder have reached agreement and a contract is executed, if at all, unless circumstances warrant otherwise.

# **V. Additional Information**

1. Responders should be aware that the information presented in this document is preliminary, and subject to change.

2. Any costs incurred in response to this request are at the Responder’s sole risk and will not be reimbursed by Kawerak or any project funders.

3. Kawerak reserves the right to define and waive informalities, and to make a selection as deemed in its own best interest. This includes the right to decline to enter into any contracts based on this solicitation, withdraw, cancel or reissue this solicitation for any reason, or reject all proposals and proceed utilizing a different process, all at its sole discretion and without liability.

4. The successful Contractor must agree to comply with Kawerak’s Mandatory Vaccine Policy, which requires that any personnel of Contractor that will be performing the Scope of Work and who will be on site within Kawerak facilities or in physical contact with Kawerak staff or clientele while providing such services, will be vaccinated. Should the Centers for Disease Control (“CDC”) recommend that COVID 19 boosters are necessary, all such personnel will have received a booster to the extent recommended by CDC.

**Questions:**

Interested firms may submit questions in writing to the aforementioned address, by email to ashannon@kawerak.org, by February 10, 2023.

# **VI. Other**

*Travel*

No additional travel funding can be requested. Any travel costs must be outlined within the proposal’s budget. Contractor and Kawerak staff can determine if it is appropriate to travel during this time or if digital meetings can be conducted. Travel may not be possible at times due to COVID-19 restrictions. If this is the case, contractor and Kawerak staff will work together to amend the proposal.