



## City of Seldovia

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### **Request for Proposals**

#### **Small Boat Harbor LED Lighting Upgrades**

The City of Seldovia, Alaska is requesting proposals from qualified electrical contractors for the project described herein. The City reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award a contract to the respondent that best meets the selection criteria.

**INTRODUCTION** - The City of Seldovia City Council is concerned with the amount of electricity the harbor lighting has been using and understands that LED lighting significantly reduces the amount of power usage. In an effort to reduce the expenditure on energy, switching all the lights on the harbor to LEDs is a necessary step in saving energy.

**SCOPE OF SERVICES** - The project consists of furnishing all labor, materials, equipment rental, tools, supervision, travel, accommodation and other facilities necessary to prepare bid documents and provide project management support. The specific requirements are listed below:

- A. Retrofit:
  - 1. 20-400 watt HID dock lights.
  - 2. 16-175 watt HID dock lights.
- B. Replace 6-70 watt canopy fixtures on the ramp.
- C. Provide 2 extra 400 watt replacement LED bulbs and 2 extra 150 watt replacement bulbs.

THE PROPOSALS SHALL BE ADDRESSED TO:

City of Seldovia, City Clerk  
P.O. Drawer B  
Seldovia, Alaska 99663

Proposals in .pdf format can be emailed to the City Clerk at [cityclerk@cityofseldovia.com](mailto:cityclerk@cityofseldovia.com).

Proposals shall be received at the office of the City Clerk until September 27, 2017 at 0800.

Direct technical questions regarding this proposal to Tod Larson, City Manager, City of Seldovia, (907) 234-7643. Direct proposal submission questions to Heidi Geagel, City Clerk, City of Seldovia, (907) 234-7643.

## PROPOSAL FORMAT AND CONTENT

Letter of Transmittal (one-page maximum) – The transmittal letter shall identify the project for which the proposal has been prepared; briefly state your firm’s understanding of the services to be provided; make a positive commitment to provide the services specified; and give the name, title, address, and phone number of the person(s) authorized to make representations for your firm. The letter shall be signed by a corporate officer or other individual who has the authority to bind the firm.

Proposal Narrative – The proposal narrative shall provide the following information:

- A. Statement of Work – A restated SOW so the City has confidence in the understanding of the project.
- B. Cost – The bids must be all inclusive of everything required to conduct the lighting work, any office work required, any travel/lodging/food, rental equipment, etc.

## SELECTION PROCESS

The City of Seldovia reserves the right to reject any and all proposals submitted and shall not be liable for any costs incurred by any proposer in response to this solicitation or for any work done prior to the issuance of a notice to proceed.

The City of Seldovia reserves the right to award a contract to the highest ranked firm based solely on the written proposal or request oral interviews with a “short list” of the highest ranked firms. The highest ranked proposer will be invited to enter into negotiations with the City of Seldovia for the purposes of contract award. If an agreement with any proposer cannot be reached, the next highest ranked proposer may be contacted for negotiations. The City of Seldovia reserves the right to terminate negotiations with any proposer should it be in the City of Seldovia’s best interest.

## PROPOSED PROJECT SCHEDULE

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| Proposals Due      | September 27, 2017 |
| Notice to Proceed  | September 28, 2017 |
| Project Completion | November 30, 2017  |