



**Informal Request for Proposals #18037  
Aboveground Storage Tank Operator's  
Manual Upgrade**

December 15, 2017

Dear Proposer:

The Alaska Energy Authority (AEA) is requesting proposals from Offerors to update the Aboveground Storage Tank Operator Handbook, Third Edition. Services to be provided include research, writing, editing and re-design of the current handbook.

**Proposal must be received on or before 2:00 p.m. local time, January 12, 2018.** AEA has a budget not-to-exceed \$18,000. This project is federally-funded through the Denali Commission.

**Background Information**

In 2003, the State of Alaska Department of Environmental Conservation created the 216-page *Aboveground Storage Tank Operator Handbook*, which has since been used in the Alaska Vocational Technical Center (AVTEC) training program for operators and made available online. While this document is still useful, it needs a revision to maximize its utility to rural tank farm operators. This revision should emphasize the importance of regular inspections and maintenance to extending the life of a bulk fuel storage facility and be aimed at a rural operator who may have minimal training. It should be helpful to operators on a range of facility types, from decades old to brand new.

This RFP covers the upgrade of the *Aboveground Storage Tank Operator Handbook, Third Edition*. Services to be provided include research, writing, editing, and updating of this document. The handbook is available online in its current form at the following link:

- Handbook: <https://dec.alaska.gov/spar/PPR/docs/adec-ast-operator-handbook-2016.pdf>

**Minimum Contractor Requirements**

Firms interested in responding to this request must meet and be able to demonstrate the following minimum requirements:

1. Five years of experience in designing rural Alaska bulk fuel tank farms.
2. Contractor must have successfully completed the design of at least three rural Alaska Aboveground Storage Tank farms within the last 5 years.
3. Located in Anchorage

## **Scope of Work, Schedule, and Deliverables**

A. **Scope of Work:** Offerors shall have the capacity and capability to perform the following:

The list below outlines a number of changes that need to be made to the existing manual, both general and section-specific. These changes are not comprehensive, are subject to discussion, and will likely be added to as the Contractor meets with AEA staff. The Contractor should also use their professional expertise to recommend additional changes.

### General Changes

- Emphasize the importance of operations to maximizing facility life span
- Improve diagrams and replace clipart with photographs where necessary

### Section One- Facility Operations and Maintenance

- Evaluate general format and organization for efficiency
- Reduce multiple uses of the same diagram
- Update information on government regulations with current requirements
- Shorten "Causes of oil spills" section into a narrative
- Refocus section to troubleshooting problems, presenting solutions
- Review and update inspection forms, including daily, monthly, etc. forms
- Add information on methods of cathodic protection and its purpose
- Include information on removing water from tanks (when, why, how, etc.)
- Include information on making temperature adjustments when calculating fuel volume
- Discuss tank isolation best practices
- Include information on required testing of tanks, piping, and marine headers
- Address best practices for preserving fuel quality
- Include information on conditioning discharged fuel to re-add and sell
- Best practices on handling absorbents, filters, and recovered waters
- Information on corrosion control: recognition, mitigation, prevention, etc.

### Section Two- Safety

- Add information on grounding techniques and their importance
- Add information on climbing onto tanks and tie-on mechanisms

### Section Three- Spill Preparedness

- Remove sample spill response container inventory list
- Make additions to spill response materials checklist

### Section Four- Spill Response and Reporting

- Update phone numbers for agencies to contact

### Section Five- Government Requirements

- Update government regulations based on changes over the last 12 years

## Appendices

- Remove appendices A-D
- Update Appendix E, the glossary, with additional terms

**B. Deliverables:** The Contractor shall provide the Alaska Energy Authority with an updated version of the AST Operator Handbook, in both PDF and word document form. The completed handbook should be around 100 pages.

**C. Schedule:** The performance period of this contract will be approximately 8 weeks from the award date or completed by 3/19/2017.

1/12/18: Proposals are due.

1/22/18: Contract Award.

3/5/18: Provide draft to AEA for review.

3/12/18: AEA-provided comments/edits to contractor for final revisions.

3/19/18: Final document due.

## **Proposal Format**

In response to this request, Offeror's proposals will be limited to 5 pages (max.) and must include the following:

1. A cover letter that contains the complete firm name, mailing address, and telephone number of the contact on the proposal; a statement of commitment to the project; a statement that Minimum Requirements are met; and an Alaska business license number.
2. Include a brief discussion of your understanding of the services required, availability of staff, and any issues, potential conflicts or concerns you may have in participating in this contract.
3. Provide statement of firm qualifications. Provide the name of the project, location and dates of a minimum of 3 rural Alaska Aboveground Storage Tank farm designs completed in the past 5 years.
4. Offerors shall provide a firm fixed price cost to deliver an updated version of the AST Operator Handbook, in both PDF and word document form. Cost should include staff and contractor time, travel, written materials and other associated costs.

## **Evaluation Criteria and Contractor Selection**

This solicitation does not guarantee that a contract will be awarded. All proposals may be summarily rejected. Our intent however, is to select a contractor that best meets our requirements based on the following weighted criteria:

- 1) Project Understanding and Commitment 5%
- 2) Methodology 10%
- 3) Personnel & Firm Qualifications; Experience with rural bulk fuel tank farms 35%
- 4) Price Estimate 40%\*
- 5) Schedule 10%

Total 100% = 100 points MAX

\*The distribution of points based on cost will be determined by the method set out below. The lowest cost proposal will receive the maximum number of points allocated to cost.

Cost will be converted to points using the following formula:

$$\frac{[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})]}{(\text{Cost of Each Higher Priced Proposal})} = 40 \text{ MAX POINTS}$$

The successful Offeror will be required to submit a certificate of insurance in accordance with Appendix B, Article 2 of the attached Sample AEA contract, as well as a completed Debarment Certification.

**Deadline for Receipt of Proposal**

Interested firms wishing to submit a proposal may do so by mailing, faxing, or e-mailing its proposal response to Kris Bentler, AEA, 813 West Northern Lights Boulevard, Anchorage, AK 99503, facsimile at (907) 771-3044, or e-mail at [kbentler@aidea.org](mailto:kbentler@aidea.org).

**Proposal must be received on or before 2:00 p.m. local time, January 12, 2018.**

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please Print Name and Title                      Date

**Questions**

Please direct any questions about this request for proposal to me directly, I may be reached by telephone at (907) 771-3035, or by e-mail at [kbentler@aidea.org](mailto:kbentler@aidea.org).

Professional Regards,  
Kris Bentler  
Contracts Administrator

Attachments:  
Federal Debarment Certification  
Sample AEA PSA Contract