



Request for Letters of Interest Electrician Apprenticeship

RFLOI #2018-30-06

Tlingit Haida Regional Housing Authority (THRHA) is requesting letters of interest from qualified electrical contractors to provide electrical administrator oversight through a journeyman electrician apprenticeship program for THRHA employees.

Submit Proposals to:

Tlingit and Haida Regional Housing Authority
Attn: Bradley Kizer, Procurement Coordinator
5446 Jenkins Drive
Juneau, AK 99801

For questions and registration, contact
Bradley Kizer
907-780-3132
bkizer@thrha.org

Posting Date: February 28, 2018
RFLOI Due: March 7, 2018

I. General Information

THRHA is seeking qualified electrical contractors to serve as the Electrical Administrator for THRHA employees to participate in a journeyman apprenticeship program for electricians.

The requirements for a journeyman electrician's license are:

- 8000 hours work experience subject to the National Electrical Code;
 - Minimum of 6000 hours must be commercial/industrial;
 - Maximum of 2000 hours may be residential; and
- 1000 hours of trade-related classroom training and/or 1000 hours of power lineman experience may be part of the 8000 hours requirement.

THRHA is looking for an electrical contractor to establish a training program to meet the above requirements and establish a term contract for journeyman training and electrical work.

THRHA provides services to multiple communities throughout Southeast Alaska. It is anticipated that work and training will be performed throughout the following locations: Angoon, Craig, Kake, Kasaan, Ketchikan, Klawock, Haines, Hoonah, Hydaburg, Juneau, Petersburg, Saxman, Skagway, Wrangell, and Yakutat.

II. Background

Over the last 10 years, Tlingit and Haida's (T&H) Department of Construction Management (DCM) has gone through extensive advertising and recruitment processes to acquire the services of a licensed electrician. DCM has been faced with multiple obstacles due to the nature of the profession and limited available resources throughout SE Alaska, especially in remote areas.

To efface this hardship, DCM has exhausted innumerable efforts to promote an on-site, internal journeyman program for its employees. To meet the high demand of electrical works, DCM has been unable to meet State and Federal licensing and regulation requirements through the limited training and education opportunities.

III. Scope of Services

THRHA is seeking letters of interest that demonstrate electrical experience, qualifications, and willingness to establish a training program for a journeyman apprenticeship.

THRHA will be responsible for the organization, schedule, and structure of the employees to be enrolled in the program. The Contractor will be responsible for providing;

- Field Training;
- Tracking & Reporting of Training Hours;
- Scheduling Classroom Work; and
- Ensuring that all hours, training and performance are in accordance with State of Alaska Department of Labor standards.

IV. Experience and Minimum Requirements

Firms interested in responding must provide evidence of their experience, license, training methodology, and cost and must demonstrate that they meet the following minimum requirements:

- Licensed Electrical Administrator License;
- Licensed and Bonded in the state of Alaska;
- Currently reside and practice in the state of Alaska

In determining responsibility, THRHA reserves the right to request supplementary information to assure prospective contractors have a satisfactory record of performance, and are qualified legally to contract in the State of Alaska. Additionally, THRHA reserves the right to require prospective contractors to demonstrate they have the necessary financing, equipment, facilities, expertise and personnel to perform the services and program being requested.

V. Technical Proposal (Letter of Interest)

THRHA would like firms interested in responding to provide some information regarding their experience, qualifications, management, and the service methodology and approach for the program. Please provide as much description and detail as you feel necessary.

THRHA would like to see responses to the following categories in your letter:

1. Firm Experience

Describe how the Firm/Contractor meets the experience; What resources you have available in order provide the services required;

and What unique strengths you have that are relevant to the requirements being requested. Include a brief background of the history of your business, time in business, any novations or change of ownership, and if you've had any experience in this type of training / program.

2. Qualifications

Describe how the Firm/Contractor meets the minimum qualifications; who will be responsible for the training (e.g. Electrical Contractor), and other staff that may be assigned.

Provide any documents or resumes for each personnel that will be assigned to this program and what their role / responsibility will be. Please also include their:

- Name & Title;
- Degree of Education & Credentials;
- Years of Relevant Experience;
- Responsibility with the organization; and
- Responsibility under the contract / training program

3. Management

Provide a comprehensive narrative statement that includes a high-level overview and details on how the Firm/Contractor will develop, implement, and manage the training program in order to meet the quality of work, timelines, and responsibilities required by the State of Alaska and Department of Labor for a Journeyman Electrician.

Describe the Firm/Contractor's training program or methodology that will be used to ensure the employees under the program will receive the quality, knowledge, and skillsets of the apprenticeship.

In addition, please include:

- The primary contact for the program (e.g. Master Electrician / Electrical Administrator), and
- How the staff or those assigned to the training program will be adequately maintained when faced with staff turnover or absences over the duration of the program.

4. **Scheduling**

Describe any foreseeable delay in work, training, and education under the program, and how the Firm/Contractor will mitigate those issues. More importantly, please address:

- Any potential problem that's foreseen with providing the requested services, and what solution is available to mitigate those issues that may occur

In addition, THRHA would like the Firm/Contractor to include:

- A statement of the Firm/Contractor's current workload and how implementing the program will be accommodated and what kind of priority it would be given to meet the services being requested; and
- The relationship of THRHA employees under the program (i.e. those under the program become employees of the Contractor)

5. **Wages**

If a Firm/Contractor is chosen, THRHA will implement a Memorandum of Understanding (MOU) and resulting contract for the duration of the program; approximately 3-5 years. If, under the agreement, there is no apprenticeship work available, the employee(s) that are under the program may work for THRHA until such time work is available again, and THRHA may add additional employees throughout the agreement, under the same terms and conditions of the MOU and resulting contract.

Employees assigned to the apprenticeship must be paid no less than the fee schedules referenced in Appendix A; Tribal Wages.

In addition, the Firm/Contractor may charge additional hourly rates for oversight and administrations such as; Project Management, Site Coordination, Journeymen, and Administration.

In your letter of interest, please provide your rates for the following positions (these rates are all inclusive of taxes and benefits load):

Project Management
Site Coordinator
Journeyman
Administration

6. Conflict of Interest Statement

Offerors must provide a statement that indicates whether or not the Firm/Contractor or any individuals that will be assigned to the program has a possible conflict of interest, and if so, the nature of that conflict.

THRHA reserves the right to consider any response as responsive and responsible. If any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the Firm/Contractor, THRHA will not consider that interest.

VI. Contract Terms and Conditions

THRHA will implement a Memorandum of Understanding (MOU) and resulting contract for the duration of the program; approximately 3-5 years. THRHA will be responsible for managing the contract and the relationship with the awarded Firm/Contractor. The Contractor will be required to adhere to all State and Federal provisions that govern the apprenticeship.

VII. Submission Instructions

- If submitting by email:
Email your response to bkizer@thrha.org titled (subject):
RFLOI #2018-30-06 Electrician Apprenticeship **return receipt requested.**
- If submitting by mail:
Clearly identify the RFLOI title and number on your package. Your response must be sealed and delivered to:

Tlingit Haida Regional Housing Authority
ATTN: Bradley Kizer
P.O. Box 32237
Juneau, Alaska 99803

- If submitting by carrier or in-person:
Clearly identify the RFLOI title and number on your package. Your response must be sealed and delivered to:

Tlingit Haida Regional Housing Authority
ATTN: Bradley Kizer
5446 Jenkins Drive
Juneau, Alaska 99803

Proposals will be accepted until 4:30pm, Prevailing Alaska Time, March 7, 2018.

VIII. Questions

If there are any questions on how to respond and/or what information to provide, please contact Bradley Kizer at bkizer@thrha.org.

IX. Attachments

The following attachments are provided:

- ✓ Appendix A: Tribal Wages
- ✓ Attachment A: Debarment Certification