



Pilot Control Tower Request for Proposals

Letters of Interest due: Friday September 6th, 2019 5:00pm Alaska Time

Contact information:

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1 Project Summary:

The selected contractor will provide transportation routing logistics and waste materials brokering for 14-18 remote Alaska communities located off the road system, with primary backhaul activities slated for Summer 2020. In conducting this project, a supply chain model application is to be developed that is scalable for use in streamlined and coordinated waste backhaul from rural communities statewide.

This opportunity is a short-term project which Backhaul Alaska is employing to develop a structure for supply chain logistics and costing and other details for the control tower component of the program. A solicitation to serve as the control tower for the full program is planned subsequently that will be available to all qualified entities.

2 Project Background:

Due to lower landfill standards, Alaska rural communities that are not on the State's road system do not have a safe place to discard hazardous wastes. Because they are common wastes, spent electronics, lead-acid batteries, and fluorescent lights accumulate rapidly and overwhelm storage facilities. Backhaul of these wastes has been undertaken intermittently and piecemeal by some villages and regions. While some programs have been successful, the expense of shipping and recycling remains unaffordable for most individual communities. Maintaining a trained staff and adequate local facilities for interim storage and packaging can also be challenging. Transporters and recyclers on their part have been placed in a potentially liable position in accepting materials from some communities that have staff who are untrained in regulatory compliance intended to protect vessels and workers, such as the DOT Hazardous Materials Regulations.

Backhaul Alaska is a program originally conceived by Senator Lisa Murkowski as a means to streamline backhaul logistics and reduce costs for rural communities. It is a verified statewide system of local backhaul programs that have met uniform staff training and facility adequacy checklists. It relies on regional coordinators that work together and with a central statewide organizational hub they report to. Part of the hub role, envisioned as a third-party contracted entity, is the "control tower". Backhaul Alaska depends on a Supply Chain Management (SCM) business model. The control tower uses supply chain theory to optimize the statewide least cost waste disposal, employing available transportation opportunities and environmentally-responsible materials recycling, reuse, and recovery. Waste type, volume, packaging and other needed information is uploaded electronically by local programs with regional coordinator verification. Logistics and vendor information is electronically shared with regional coordinators and local programs. By optimizing waste backhaul and recycling logistics at a statewide level, the cost burden overall should decrease, and local communities, as well as participating transporters and vendors should realize a reduction of staff hours compared to negotiating at the individual community level.

3 Project Scope

The overall project scope is to serve as a pilot control tower and to develop an electronic supply chain management platform (SCMP) that may be employed in the larger program rollout. **This pilot, and the initial Backhaul Alaska program will be limited to backhaul of spent electronics, lead-acid batteries, and fluorescent lights.**

3.1 Control Tower Role

The contractor is to act as the control tower for YR 2020 Backhaul Alaska backhaul events.

The Contractor is to work with designated Zender Environmental Health Backhaul Alaska Program staff, Regional Coordinators, transporters, and vendors to determine the least cost routing, schedules, and vendors for the pilot and during the event, and to ensure delivery of needed information, both real-time and other, to relevant parties – primarily the local community, Regional Coordinator, Zender, the transporter(s), any hauler(s), and the vendor(s).

For the purposes of this Scope Component, delivery of logistics and cost information may be via shared electronic platform, fax, and/or phone as most suitable for the ultimate development of the Supply Chain Platform. It is the intent of Zender to provide maximum flexibility to the contractor in how they carry out this project. The contractor may wish to develop a beta-version of certain SCMP components and then test its design while serving the role of the control tower. Or the contractor may prefer to serve the role of control tower, work along Program staff to assess the best design, and subsequently develop the platform, or develop the platform in parallel.

Waste and Logistics Detail A backhaul event for a particular community is deemed complete once the Backhaul Alaska program has received documentation of materials delivery, weight, and condition (as applicable) from the end-destination vendor. The final number of participating communities is not final, but the Contractor should anticipate 14-18 local programs spread over 5-6 regions, including the following regions:

- BBNA/Dillingham Region
- AVCP/Bethel Region
- KANA/Kodiak Region
- Manillaq/Kotzebue Region
- Kawerak/Nome Region
- TCC/Fairbanks Region

See Appendix A for current estimate of waste volumes and materials, as well as regions and other relevant logistics.

3.2 Backhaul Alaska Supply Chain Platform

The Contractor has wide latitude in the ultimate design of the SCP. The Backhaul Alaska Program is open to ideas that will best serve the overall purpose of the program.

In responding to this proposal, please refer to the Draft Backhaul Alaska Program Plan at http://www.zendergroup.org/docs/sustainable_statewide_backhaul_draft.pdf Review the Control Tower profile and role, Textbox 4-1 statement of the supply chain management problem to be programmed, and description of the Village Tracker database. In particular, Sections 2.4, 4.1 may be of interest.

The SCP is a slightly evolved concept that incorporates both the SAP Program and the Village Tracker Database that are referenced in the draft plan.

As originally envisioned, local villages would supply their local information to Regional Coordinators electronically via Excel worksheet(s), online Access or similar program, or via fax or phone when electronic transmission is not possible. Regional Coordinators would verify and check the information, pull records and upload them to a shared platform with the Control Tower and State Coordinator.

Rather than the notion of a separate Village Tracker database and supply chain model, the Contractor may determine that a single shared cloud platform will work best operationally. Villages would access, enter and retrieve their own data. Regional Coordinators would still verify critical shipping and packing information.

Regardless of whether village information are a separate storage and retrieval system, or integrated into the supply chain optimization automatically, the Contractor is responsible for determining the needed local information to formally optimize the rural Alaska backhaul supply chain. The Contractor is not required to populate local program fields. Population of information is the responsibility of the State and Regional Coordinators, who will be working directly with the local communities.

Additionally, much information was gained in performing the Control Tower function for the pilot Summer 2019 village backhaul events. The Contractor will be supplied with a list and description of various village parameters deemed necessary to select best routing and vendors, and have access to all data gained in the pilot. Backhaul Alaska Program staff will also be available and expect to engage in regular discussions and information exchange. In this light, the Contractor will be expected to act and be treated as a full member of the Backhaul Alaska team and they are to provide their insight and experience and advice as various development challenges arise.

Consolidation of certain materials at regional hubs (e.g. Nome, Bethel, Kotzebue) from at least a subset of communities is practiced now and the product deliverable should include a hub consolidation term in its cost optimization model, regardless of whether, for the pilot project carried out here, the optimized volume of hub-consolidated materials is zero.

An Administration User's Manual for the entire SCP is to be included (pdf file and 2 hard copies are acceptable), along with a report of recommendations for further platform refinement.

The SCP should be considered "turnkey" for further rollout and expansion of the Backhaul Alaska program and Backhaul Alaska should be the owner of the SCP.

3.2.1 Software specifications

Any software or program developed should be stand-alone and executable on a standard PC operating system. It is anticipated that remote and isolated rural Alaska community staff would be able to access real-time logistics information using supplied individual password. Internet capacity is variable and often significantly slower than in urban Alaska. Design of the system should be carried out with this consideration in mind. However, the Backhaul Alaska program is designed for communications contingencies, and Regional Coordinators are able to exchange information with local programs by phone, fax, or site visit in exigent situations. In designing the SCP, assume that local programs will have access and ability to use the standard MS Office Suite on their local machines, and will have access to the internet for shared platform design.

At a minimum, it is expected that a supply chain management program that is capable of addressing the problem stated on page 51 in the Draft plan (Textbox 4-1) will be delivered, as a stand-alone or incorporated component of the Supply Chain Platform. If stand-alone, detailed and clear specifications for the community data records (including fields and format) must be provided and sample records using pilot communities must be employed to demonstrate the SAP program.

3.3 Resources of interest

Interested parties may find the Backhaul Alaska website helpful at www.BackhaulAlaska.org as well as various resource documents on the Zendergroup document library page for backhaul at <http://zendergroup.org/backhaul.html> .

3.4 Point of contact

Point of contact for this submittal is Simone Sebalo, Deputy Director. Email correspondence is preferred. Any relevant information about this proposal opportunity will be made available on the Backhaul Alaska website Control Tower RFP site, under a Frequently Asked Questions link www.backhaulalaska.org/rfp.htm

Simone Sebalo

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Anchorage, AK 99501.

3.5 Deadline for submission:

Friday September 6th, 2019 5:00pm Alaska Time

3.6 Not to Exceed Threshold:

A final bid for the proposed project, including the full scope of work described in Section 3, should not exceed \$75,000.

3.7 Subcontracting and other entity partners

Due to the multidisciplinary nature of this solicitation, Contractor may choose to subcontract one or more entities to fulfill the scope of work. Up to two partnering entities is also allowed. A partner entity possesses expertise or other assets that benefit the proposed work in some manner and does not financially directly or indirectly benefit from the contract, and should not be a transportation or recycling company. The proposal must clearly define the roles of each subcontractor or partner and how the work is to be divided. A partnership letter that describes and affirms the partner role is required in order for the partnership to be considered in the review process.

4 Selection Process

The selection for this project opportunity is as follows.

1. All contractors are required to submit a Letter of Interest and Attachments by Friday September 6th, 2019 5:00pm Alaska Time as described below.
2. Letter of Interest and Attachments submittals will be screened by Backhaul Alaska Program staff. Submittals that do not conform substantially to the requirements below will not be considered.
3. Submittals will be reviewed by the Review Committee.
4. Within three (3) weeks of submittal, top ranking interested parties will be invited by the Review Committee to an Interview to present their proposed approach in completing the scope of work and to answer Committee questions. The Interview consists of a Presentation portion followed by a Discussion portion.

5 Submittal Requirements

All interested parties are required to submit an initial letter of interest by Friday September 6th, 2019 5:00pm Alaska Time to the below address, via email or post.

By post:

Zender Environmental Health and Research Group
Attn: Backhaul Alaska Control Tower Selection Committee

400 D St, Ste 200
Anchorage, AK 99501

By email:

info@backhaulalaska.org Subject line: Control Tower Letter of Interest

Within three (3) weeks of submittal, top ranking interested parties will be invited by the Review Committee to present their proposed approach in completing the scope of work and to answer Committee questions. The format of the presentation is outlined below.

5.1 Letter of Interest Requirements

Interested parties must submit an initial letter of interest, signed by an authorized party, detailing the following.

- Primary and secondary contact details for this proposal
- Company address, corporation type, Minority and Women-owned status, additional or historical legal names or other doing businesses as names (DBA).
- Subcontractors or partners to be used, or component to be subcontracted, and description of subcontractor/partner field of business.
- Description of qualifications and interest.
- Description of key staff to be involved, their experience and expertise.
- Brief description of experience working in and with Alaska Native communities and with Alaska Native tribal governments. If no experience, describe any work with minority or small rural communities, or relevant international experience. Note, experience is not required, but will be considered.
- Description of the project approach. **Please clearly label any proprietary information.** This information will not be shared with any parties outside Zender staff and the SWAT Executive Board, and will be securely discarded once after the selection process is complete.
- Maximum length for the letter, including all bullets above, is 5 pages, using 12 point font in Arial, Calibri, or Times Roman.
- While not expected, graphics such as conceptual models, tables, photographs may be included but will count toward the 5-page limit.

5.2 Required and Optional Attachments:

Attachments to the Letter of Interest have no page limit, but their content are to be limited to the following.

Required attachments:

- List of similar or relevant projects (up to 10), maximum 12-line description of each. Links to additional information are allowed, but might not be fully evaluated.
- Key Personnel resume(s). In the advent that key personnel are not designated yet, a description of characteristics that key personnel will possess, while not ideal, can be substituted. Contractors who intend to subcontract a portion(s) of the referenced work (e.g. contracting a supply chain programming firm to develop a software package) should supply sufficient information on qualifications of the subcontractor they intend to procure

Optional attachments:

- If not included in above, list up to 3 projects where work involved Alaska Native communities or relevant other work, such as work with rural, isolated, tribal, or minority populations. The experience of key Personnel can be included here, regardless of whether such work was not while employed with Contractor.
- Business references

5.3 Interview Format

The interview consists of a presentation and discussion. If selected to present their proposal to the Review Committee, prospective contractors have wide latitude in the format of their presentation. Two hours will be set aside, although the full time need not be used. The presentation to be developed should take no more than 1 hour, including up to 10 minutes to respond to clarifying questions during the presentation. Any AV or other presentation needs should be clearly communicated to the Zender Group point of contact at least five (5) business days in advance. Zender Group is able to provide for online access, screen, projector, and flip charts.

For the discussion portion, the Review Committee will ask questions about the proposed approach and present plausible hypothetical scenarios that are designed to understand the ability of the proposed key personnel and entity institutional resources in transporting and routing materials.

The Contractor has the option of arranging for a fully remote interview. Zender Group is able to provide an Adobe Connect platform and conference call line.

It is anticipated that interviews will take place in the first two weeks of October 2019.

5.4 Important Dates

A timeline of important submission dates and project milestones is provided below.

Date	Milestone
September 6 th , 2019 5:00pm AKST	Letter of Interest due.
September 30 th , 2019	Top ranked candidates notified with invitation to interview/present.
October 1st – October 18 th , 2019	Interviews/Presentations take place.
October 25 th , 2019	Final candidate notified/awarded.
November 1, 2019	Projected project commencement.
May – October 2020	Backhaul events from all villages.
March 1, 2021	Final deliverables due.

Appendix A Project Communities

BBNA/Dillingham Region

Community	Potential Transport	Notes	Est. Quantity of E-waste	Est. Quantity of Lead Acid Batteries
Chignik Lagoon	Local Vessel to Chignik Barge - 20' van to Seattle from Chignik	Chignik Lagoon may consolidate materials with Chignik Lake to fill one 20' van.	2,000 lbs (4 Pallets)	2,000-3,000 lbs (1 Pallet)
Iliamna	Air Cargo Lake barge service to a Hub may be available	Intermittent Lake Barge Service Consistent Air Cargo Service	2,000 lbs (4 Pallets)	2,000-3,000 lbs (1 Pallet)
Port Heiden	Spring Fuel Barge - 20' van to Seattle Air Cargo		2,000 lbs (4 Pallets)	2,000-3,000 lbs (1 Pallet)
Ugashik	Local Barge to Hub (Naknek) 20' van from Hub to Seattle Air Cargo	Fuel Barge is possibility.	2,000 lbs (4 Pallets)	2,000 lbs (1 Pallet)

Notes for this region: Opportunities for Chignik Lagoon, Port Heiden, and Ugashik leveraged transportation routing should be examined. For example, if a barge stopped at Ugashik and Port Heiden enroute to Naknek, Dillingham, or Seattle, could the communities share a van(s) given that Ugashik materials may fill only 1/4th of a van. If a barge company services any combination of the communities in this region and goes to Naknek or Dillingham before going to Seattle, materials could be consolidated in Naknek or Dillingham so that fewer vans are sent to Seattle, reducing cost.

AVCP/Bethel Region

Community	Potential Transport	Notes	Est. Quantity of E-waste	Est. Quantity of Lead Acid Batteries
Hooper Bay	Barge - 20' van to Seattle	Hooper and Scammon Bay could work together to consolidate materials into two 20' vans	8,000 lbs (16 Pallets)	5,000 lbs (2 Pallets)
Scammon Bay	Barge - 20' van to Seattle	“ “	6,000 lbs (12 Pallets)	4,000 lbs (2 Pallets)
Kwigillingok	Barge - 20' van to Seattle		4,000 lbs (8 Pallets)	2,000-3,000 lbs (1 Pallet)

Notes for this region: Each community above has direct barge service (twice annually) to Seattle. Need to determine leveraging possibilities. For example, if Scammon Bay materials only partially fill a van, can Hooper Bay materials be sent to Scammon Bay for consolidation? Or can the barge stop first at Scammon Bay and then allow the van to be loaded fully in Hooper Bay? Should materials from these communities route through Bethel for consolidation?

KANA/Kodiak Region

Community	Potential Transport	Notes	Est. Quantity of E-waste	Est. Quantity of Lead Acid Batteries
Larsen Bay	Barge - 20' van to Seattle	See below	4,000 lbs (8 Pallets)	2,000 lbs (1 Pallet)
Old Harbor	Barge - 20' van to Seattle	See below	4,000 lbs (8 Pallets)	3,000 lbs (1 Pallet)
Ouzinkie	Barge - 20' van to Seattle	See below	6,000 lbs (12 Pallets)	3,000 lbs (1 Pallet)
Port Lions	Barge - 20' van to Seattle	See below	6,000 lbs (12 Pallets)	3,000 lbs (1 Pallet)

Notes for this region: Determine opportunities for leveraged transportation routing. Local Barge Service for consolidation in Kodiak and subsequent southbound shipment to Seattle is an option.

Manillaq/Kotzebue Region

Community	Potential Transport	Notes	Est. Quantity of E-waste	Est. Quantity of Lead Acid Batteries
Noorvik	Barge - 20' van to Seattle	If needed, may be able to fly or possibly use ice road to transport materials to Kotzebue for consolidation	6,000 lbs (12 Pallets)	4,000-5,000 lbs (2 Pallets)
Noatak <i>(participation is not final)</i>	Similar		5,000 lbs (12 Pallets)	3,000-4,000 lbs (1-2 Pallets)

Notes for this region: Noorvik receives one direct barge to Seattle annually. We need to determine the tradeoffs between flying materials from both communities into Kotzebue for consolidation and shipping by barge from both communities directly to Seattle.

Kawerak/Nome Region

Community	Potential Transport	Notes	Est. Quantity of E-waste	Est. Quantity of Lead Acid Batteries
Saint Michael	Barge - 20' van to Seattle	If needed, may be able to fly materials to Nome to consolidate.	4,000 lbs (8 Pallets)	4,000 lbs (2 Pallets)
Shaktoolik	Barge - 20' van to Seattle	If needed, may be able to fly materials to Nome to consolidate.	3,000 lbs (6 Pallets)	3,000 lbs (1 Pallet)

Notes for this region: Each community receives twice annual direct barge service to Seattle. Determine if it make sense to fly materials into Nome from both communities to consolidate materials before shipping to Seattle or if shipping by barge directly to Seattle from each community is more cost effective

Additional Communities

We anticipate working with an additional 0 to 6 communities in the above regions. These communities will be identified in concert with the control tower as leveraged transportation opportunities arise and/or key operational logistics need piloting.