



CITY OF SAINT PAUL

ALASKA

REQUEST FOR QUOTATION

(This is Not an Order. This is a Request for Information. Quotations furnished are not offers. If you are unable to quote, please so indicate on this document and return it to the Buyer Representative in #6. This request does not commit the City of Saint Paul, Alaska to pay any costs incurred in the preparation or submission of this quotation, or to contract for supplies or services. Items are of domestic origin unless otherwise indicated by Offeror. Offers will not be publicly opened. Offers shall remain firm for a period of 30 calendar days from the date specified in #4)

1. **RFQ No.** – 25.01
2. **Project Name** – Community Farm Planning and Predevelopment
3. **Date Issued** – March 27, 2025
4. **Closing Date** – April 10, 2025
5. **Buyer Information**

City of Saint Paul, Alaska
 PO Box 901
 950 Gorbach Street
 Saint Paul Island, Alaska 99660

6. **Project Representative and Contact Information**

Name: Dean Maschner, Project Manager
 Phone: 907-404-5021
 Email: dmaschner@stpaulak.com

7. **Schedule of Deliverables,**

Project Outcomes/Goals	Start		Completion By
Development of a new community Farm and Retail facility			
a. Preform a Feasibility Study	Apr 2025		10/31/2025
b. Develop a Comprehensive Business Plan	Apr 2025		10/31/2025
c. Develop an Infrastructure Plan	Apr 2025		10/31/2025
d. Conceptual Design of Retail Space	Apr 2025		10/31/2025

8. Offeror Information

Company Name	
Address	
City/State/Zip	
Website	

9. Offeror Representative Contact Information

Name	
Phone	
Email	

10. Date and Offeror Representative Signature

Date	
Signature	

Offeror may attach their own proposal in their own format if it contains item number 7 through 10 and it is not longer than 10 pages.

11. Project Description

The City of Saint Paul, Alaska is seeking a qualified consulting firm to perform the planning and predevelopment of a community farm. The City of Saint Paul has been awarded a grant from the Healthy Foods Financing Initiative to conduct a feasibility study and develop a business plan, infrastructure plan, and conceptual design of retail space.

The goal of the project is the establishment of a sustainable community food hub that improves access to and availability of staple and perishable foods to improve food supply chain resilience for this underserved, disadvantaged, distressed and primarily native Alaskan (Unangan/Aleut) community of Saint Paul Island, Alaska. The objectives are to ensure food security, promote food independence, improve nutritional intake, strengthen community ties, provide educational programs, and create new job opportunities. HFFI funds will be used to assist in the development and launch of a new food retail project that ensures reliable access to fresh and nutritious food, contributing to food security; provides increased local food production, fostering self-sufficiency and reducing reliance on imported food; and improves nutritional intake specifically for children, contributing to their overall health and development

The community farm will be constructed on a one acer City owned lot, with a 30x120 foot year around green house complex divided into several growing sections and a retail/potting room, a large poultry facility for egg production in a second building, and a composting facility in a third building. The City will use the deliverables from this RFQ to apply for design and construction funding.

12. Scope of Work/Description of Work

Site Location,



Location designated for Community Farm on the southern peninsula of Saint Paul Island.



Location of 1-acre parcel designated for Community Farm at the City's Public Works Complex.

13. General Information

a. Overview

The City of Saint Paul, Alaska (“City”). The City encompasses the entire Saint Paul Island located in the Bering Sea in the Aleutians West Census Area and within the Aleutians Islands Recording District. The City is a municipal corporation organized in 1971 under the laws of the State of Alaska and a second-class city managed by a City Manager and seven member elected Council. More information can be found at: www.stpaulak.com.

The City issues this request for quotation (“RFQ”) for a qualified firm (the “Offeror”) to provide a quote for the Development and launch of a new food retail project. To include a feasibility Study, A full Business Plan, an Infrastructure Plan and a Conceptual Design for Retail Space.

General Information

Quotes are subject to all terms, conditions, and provisions of this document. Only an authorized agent or officer of the Offeror shall complete the quote. Any erasures, corrections or other changes appearing on the form shall be initialed.

The City intends to award a purchase order/contract resulting from this solicitation to the responsible Offeror whose proposal, conforming to Solicitation, will be most advantageous to City, cost or price and other factors considered.

The City may: (1) reject any or all proposals if such action is in City’s interest, (2) accept other than the lowest proposal, and (3) waive informalities and minor irregularities in proposals received. The City may award a purchase order/contract based on initial proposals received, without discussions. Therefore, each initial proposal should contain Offeror's best terms from a cost or price and technical standpoint.

The City reserves the right to accept and make an award at unit price(s) offered in the proposal for any item, group, or combination of items, or less than the full quantity of any item. The City may accept a proposal whether there are negotiations after its receipt, unless a written notice of proposal withdrawal is received from Offeror before award. Negotiations conducted after receipt of a proposal do not constitute a rejection or counteroffer by Buyer.

The City may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items. A proposal is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that proposal will result in the lowest overall cost to The City, even though it may be the low evaluated proposal, or it is so unbalanced as to be tantamount to allowing an advance payment.

b. Offeror’s Responsibilities

By submitting a quote, the Offeror represents that:

- It has read and understands the RFQ and the quote is made in accordance with the requirements stated herein,
- Possesses the capabilities, resources, and personnel necessary to provide efficient and successful service to the City,
- Is authorized to transact business in the State of Alaska.

Before submitting a quote, the Offeror should make all investigations and examinations necessary to ascertain site or other conditions and requirements affecting the full performance of a future contract.

c. Authorization to Propose

If an individual doing business under a fictitious name makes the RFQ, the RFQ should so state. If the RFQ is made by a partnership, the full names and addresses of all members of the partnership must be given and one principal member should sign the RFQ. If a corporation makes the RFQ, an authorized officer should sign the RFQ in the corporate name. If the RFQ is made by a joint venture, the full names and addresses of all members of the joint venture should be given and one authorized member should sign the RFQ.

d. Withdrawal & Incomplete Proposals

The RFQ may be withdrawn upon written request received by the City before proposal closing. Withdrawal of the RFQ does not prejudice the right of the Offeror to submit a new RFQ, provided the new quote is received before the closing date.

Incomplete quotes may render the RFQ as non-responsive.

e. Modification of Proposals

Any RFQ modifications or revisions received after the time specified for proposal closing may not be considered.

f. Approved Equals

Wherever brand, manufacturer, or product names are used, they are included only for the purposes of establishing a description of minimum quality of the requested item unless otherwise specified. This inclusion is not to be considered as advocating or prescribing the use of any particular brand or item or product. However, approved equals or better must be pre-approved by the Buyer prior to award and purchase.

The Offeror shall demonstrate the quality of its product to the Buyer, and shall furnish sufficient technical data, test results, etc. to enable the City to determine whether the Offeror's product is or is not equal to specifications.

g. Disclosure of Proprietary Information

An Offeror may restrict the disclosure of scientific and technological innovations in which it has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in the proposal by:

- Marking each page of each such document prominently in at least 16-point font with the words "Proprietary Information;"
- Printing each page of each such document on a different color paper than the paper on which the remainder of the RFQ is printed; and
- Segregating each page of each such document in a sealed envelope, which shall prominently display, on the outside, the words "Proprietary Information" in at least 16-point font, along with the name and address of the Offeror.

After either a contract is executed pursuant to the RFQ, or all proposals are rejected, the proposals will be considered public records open for inspection. If access to documents marked "Proprietary Information," the City will notify the Offer of the request, and the Offeror shall have the burden to establish that such documents are exempt from disclosure under the law. Notwithstanding the foregoing, in response to a formal request for information, the Buyer reserves the right to release any documents if the City determines that such information is a public record.

h. Compliance with Requirements

The City has received federal/state funding for this project. The Buyer and all Offerors hired with federal/state grant funding must comply with the requirements of:

- 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 2 CFR Part 200 Subpart E Cost Principles
- 2 CFR Part 200 Subpart F Audit Requirements
- 2 CFR Part 200.322 "Produced in the United States" and "manufactured products"
- <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>
- Debarred/Suspended Vendors. As required by Executive Orders 12549 and 12689, Debarment and Suspension, and implemented at 2 CFR Part 180, the applicant certifies that it and its principals:
 - Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency
 - Have not within a three-year period preceding this award been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
 - Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.
- Domestic Preferences for Procurement. As appropriate and to the greatest extent consistent with law and to the greatest extent practicable, for all contracts and purchase orders for work or products, provide a preference for the purchase of goods, products or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).
- Any contract entered into shall comply with local, state and federal government contracting regulations. The City of Saint Paul is required to use small, minority, women-owned or disadvantaged business concerns and contractors to the extent practicable. Contracts for professional and consultant services must include local, state and federal government required contract language, a project budget, and require pre-approval by DHS&EM prior to implementation. Contract deliverables must meet the intent of the grant application and grant requirements. Justification is required for compensation for individual consultant services, which must be reasonable and consistent with the amount paid for similar services in the marketplace. Detailed invoices and time and effort reports are required for consultants. A Procurement Method Report documenting method of solicitation is required for reimbursement for every procurement.
- Build America. Buy America Act (BABAA). The Buyer and Offeror must comply with the Build America, Buy America Act (BABAA), which was enacted as part of the Infrastructure Investment and Jobs Act §§ 70901-70927, Pub. L. No. 117-58 (2021); and EO 14005, Ensuring the Future is

Made in All of America by All of America's Workers. See OMB Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure. None of the funds provided under this program may be used for a project for infrastructure unless the iron and steel, manufactured products, and construction materials used in that infrastructure are produced in the United States. The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.