

ATTACHMENT B

ELECTRICAL INSTALLATION AND REPAIR SERVICES RESIDENTIAL RENOVACATION PROGRAM

**NOTICE TO PROPOSER:
PLEASE REMOVE THIS SECTION FROM THE REST OF THE
RFP AND SUBMIT WITH PROPOSAL**

Proposals should include the appropriate narrative and supporting materials to adequately address the evaluation criteria. Proposals not containing all items listed below may be considered non-responsive.

1. Proposers Checklist
2. Cover page: Proposal must be signed and included the firm name, local address, telephone number, and name of the person(s) authorized to submit the proposal, along with their titles, telephone numbers, and email addresses.
3. Narrative: Provide a narrative describing the firm's plan to execute the work described in this RFP. A statement pertaining to the capability and experience of the firm in serving mobile and manufactured housing stock, single family dwellings, and multifamily/multistory residential buildings should also be displayed in the narrative. Proposers must state building type exclusion desired, if any
4. Statement of Qualifications. Describe the qualifications of the firm to perform these services. This shall include;
 - a. The Contractor is required to have a current State of Alaska Electrical Contractor's license and Administrator's license. The firm must be licensed to do electrical contracting business within the Municipality of Anchorage and Matanuska Susitna Borough. Provide proof of licenses.
 - b. Contractor shall provide a list of all primary staff to be assigned to this contract and identify their qualifications for such work including their experience and capacity to perform services in a timely manner. Submit proof of licenses, certifications, training attendance, etc. A thorough understanding of weatherization, building science, and building energy efficiency is required. Proof required.
 - c. The Contractor shall provide a normal business hours contact person and phone number. The Contractor shall also provide an emergency and after hours contact person and phone number.
5. Lobbying Certification
6. Proposal Price Form

PROPOSERS CHECKLIST