



**Request for Proposals
and
Contract Requirements
for
Energy Audit Services**

October 2025

Chistochina Enterprises

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**Section 1:
General Information**

Chistochina Enterprises is soliciting proposals for energy audit services as described further in this Request for Proposals (RFP). Chistochina Enterprises (Owner) is a for-profit subsidiary of the Cheesh'na Tribe, a federally recognized tribe that represents Cheesh'na tribal members residing in, or from Chistochina, Alaska.

The selection shall be based upon both qualifications and cost. The highest rated Contractor will proceed to a contract award and negotiation phase. Bid options, that may be exercised after the existing community hall energy audit is completed, would include the selected Contractor participating in scoping priority infrastructure improvements with the Owner and a general contractor (yet to be selected) and then providing construction administration services for inspection of recommended energy improvements.

1.01 Contract Features & Owner Attributes

The Owner may provide various services to the selected Contractor. This includes housing in Chistochina at no cost and office space at no cost. In addition, the Owner will strive to obtain the energy and building information in Attachment No. 1. The Owner, as of issuing this RFP, has not yet begun to gather this information. The Owner notes that it is a stable organization with available cash resources to pay a Contractor, upon receipt of invoices, without having to wait for grant reimbursements.

This RFP and resulting contract will be managed, solely, by Chistochina Enterprises. None of the buildings identified for energy audits are owned by the Owner, but the Owner will ensure that the selected Contractor will have full access to the buildings.

1.02 Proposal Submission

Submissions of qualifications must be received, electronically, not later than 3:00 pm (Alaska Time), November 12, 2025 (Wednesday).

The proposal must be attached to an email with the subject line reading: PROPOSAL RESPONSE: Chistochina Enterprises Energy Audit Services. Faxed proposals will not be accepted and proposals received after the due date shall be considered non-responsive.

Proposals shall be e-mailed to gdrinkwater@chistochinaenterprises.com and joel.neimeyer@gmail.com.

Prospective contractors should submit questions about this RFP and/or request a call back on technical questions to Joel Neimeyer, P.E. at joel.neimeyer@gmail.com and at 907-244-2980.

Section 2 Scope of Work & Schedule

The selected Contractor will enter into a contract agreement with the Owner to provide Level 1 and Level 2 Comprehensive Energy Audits services for four existing structures in accordance to the table below. Photos of the four buildings can be found at chistochinaenterprises.com on, or about, October 27, 2025.

	Structure	Level of Energy Audit	Funding Availability
1	Existing Chistochina community building (cover page photos are of this building)	ASHRAE Level 2 Energy Audit: Energy Survey and Analysis	Funding for analysis and implementation of recommended energy improvements
2	Former Chistochina school	ASHRAE Level 2 Energy Audit: Energy Survey and Analysis	Funding for analysis only
3	Community washeteria	ASHRAE Level 2 Energy Audit: Energy Survey and Analysis	Funding for analysis only
4	Chistochina church	ASHRAE Level 1 Energy Audit: Walk-through Analysis	Funding for analysis only

The Owner intends to rehabilitate the existing community building and the energy audit will be an important component of these proposed improvements. In order to meet a grant performance period (i.e., improvements completed by October 2026), it is essential that the community building energy audit be completed soon after contract award. The Owner is requesting a completion of the energy audit and report of the community building by January 15, 2026. The other energy audits completion date and report may be delayed to no later than March 31, 2026.

2.01 Further information

Prospective Contractors should be aware that the information presented in this RFP is preliminary and subject to refinement and change. Any costs incurred in response to this RFP are the prospective Contractor's sole risk and will not be reimbursed by the Owner or any of the project participants and funders.

The Owner reserves the right to waive informalities, and to make a selection in its own best interest. This includes the right to reject all proposals and proceed to using a different selection process.

Section 3 Proposal Format, Vendor Qualifications, Evaluation, and Award

3.01 Proposal Format

The proposal must contain the information below.

1. Each proposal shall include a cover letter with the Contractor's address, telephone number, e-mail address and Alaska business license number. The cover letter should be signed by a legally authorized representative of the company. The selected Contractor shall be licensed with an active business license from the State of Alaska.
2. Each Contractor shall include a summary of their proposed work plan and schedule to complete the energy audits. Include a list of personnel to be used on this contract and their qualifications. Brief resumes or CVs, including education, experience, type of clients served, and any other pertinent information shall be included for each of the key personnel to be assigned for direct work on the contract. The proposed work plan shall identify how the Contractor shall carry out the energy audits, and what data is being gathered for what will become the Contractor's recommendations for energy improvements that would be customary for a rural Alaska building (i.e., evaluate energy efficiency measures and energy conservation measures, calculate implementation costs, savings and paybacks, etc.).
3. Each Contractor shall provide three references. (Regarding references, contractors shall determine prior to including the references in the proposal that the references are relevant to the scope of work identified in this RFP, contact information is accurate, and reference contact has agreed to provide a complete and uncensored testimony.)
4. Cost proposal in Attachment #2: Lump sum cost proposals are required for the energy audits. While lump sum cost proposals are listed for the bid options, it is expected that these options will be negotiated if the Owner desires to execute the options. It is expected that

once a general contractor is selected by the Owner all of the parties will have a better understanding of the time commitment required of the selected energy audit Contractor. The basis of negotiated bid options will be on the hourly rates identified by the selected Contractor. This approach is being used so that the Owner can assign evaluation points to each proposal. For purposes of scoring cost proposals, the lowest price will receive the maximum points (40) and higher prices will be scored in a linearly proportional manner to the lowest bid. For example, if the sum total of the lowest offer is \$30,000 and the next lowest offer is \$50,000; the second place offeror's score would be $40 \times (\$30,000/\$50,000) = 24$.

Each proposal shall be clearly and concisely prepared in writing and submitted by e-mail. It is the Contractor's responsibility to confirm that the proposal has been received prior to the RFP closing time. Include all information required by this solicitation, with pages numbered and logically assembled. Proposals received that do not materially meet the qualifications described herein will be deemed non-responsive. The Owner reserves the right to request follow-up information, to assist in evaluation, from contractors.

The Owner reserves the right to interview short-listed companies (after evaluation of Contractor proposals), or move to award a contract with the highest rated contractor.

3.02 Evaluation

Each proposal shall be evaluated on the basis of information provided to an evaluation committee that the Owner will establish. The following point range will be used as a guide for selection during the evaluation process:

1. Responsiveness of the proposal in clearly stating an understanding of the work to be performed. Capacity of the contractor to carry out the energy audits in the schedule identified in Section 2. (0-30 points)
2. Experience of the Contractor, including: i) working with rural Alaska tribes, cities or non-profit organizations, and ii) providing energy audit services on building and community improvement projects. (0-30 points)
3. Proposal cost for the base bid(s) and bid options. (0-40 points).

Section 4 Special Provisions

4.01 Invoicing and Payment

The selected Contractor shall be paid on a monthly basis within 30 days of delivery and acceptance of each invoice.

4.02 Labor and Materials

The selected Contractor is responsible for providing all labor, materials and equipment to successfully complete the energy audits.

4.03 Indemnification

The selected Contractor shall save, indemnify and hold the Owner harmless (including reasonable attorney's fees and defense costs) from all claims, demands, and causes of action of every kind and character arising on account of damage or liability of any sort to the extent resulting from or arising out of the willful or negligent acts or omissions of the Contractor, its agents, employees, officers, directors, invitees, or subcontractors, in connection with the performance or non- performance of its contract obligations. In addition to the foregoing, and not by way of limitation, the Contractor is responsible for all taxes as an independent contractor, and shall and does hereby indemnify and hold the Owner, its officers, consultants, employees and directors, harmless (including attorney's fees and defense costs) from and against any tax assessments or penalties of any sort related to the non-payment or late payment of taxes relating to or arising out of this contract.

4.04 Official Capacity

This agreement is a contract by and on behalf of the Owner, rather than by or on behalf of its officers, directors, employees, representatives or agents. Execution and performance under this agreement is undertaken in the official capacity of the Owner's officers, directors, employees, representatives or agents and not in their individual capacities.

Attachment No. 1

Owner Furnished Building & Energy Use Information

Chistochina Enterprises will coordinate with the owners / operators for the structures identified below for building records to support energy audits.

1. Existing Chistochina community building
2. Former Chistochina school
3. Community washeteria
4. Chistochina church

List of owner furnished building records, if available.

1. A minimum of the most recent three years of utility data for the facility, for all energy providers
2. Copies of available mechanical, electrical, and architectural as-built drawings
3. Operating hours schedule and normal building occupancy (i.e. how many people are normally in the building).
4. If available, an equipment inventory. It is understood that most owners will not have this, but we will see if we can locate this information.
5. Building square footage and number of stories
6. Building use (i.e. office, washeteria, school, etc)
7. The Alaska Village Safe Water Program is completing a sanitation preliminary engineering report and this document is available at chistochinaenterprises.com.

Attachment No. 2 - Contractor Proposal

Each proposal shall provide the information identified in Section 3.01 of this RFP (i.e. cover letter, work plan, references, etc.). Each proposal shall provide the Contractor's proposed completion date for each phase in the table below.

Existing Building	Contract Completion Date	Contractor's Proposed Completion Date
Existing Community Building	January 15, 2026 for report	
Former Chistochina School	March 31, 2026 for report	
Community Washeteria	March 31, 2026 for report	
Chistochina Church	March 31, 2026 for report	

Price Quotation (**Base Bid** - Existing Community Building Energy Audit)

The business entity responding to this solicitation agrees to furnish the necessary personnel, materials, services, facilities, and otherwise do all things necessary for or incident to the performance of the work set forth in this RFP for the following fixed price and providing a final energy audit report by January 15, 2026.

The sum of: _____ Dollars

(\$ _____)

Price Quotation (**Base Bid** - former Chistochina School, Community Washeteria, and Chistochina Church Energy Audits)

The business entity responding to this solicitation agrees to furnish the necessary personnel, materials, services, facilities, and otherwise do all things necessary for or incident to the performance of the work set forth in this solicitation for the following fixed price and providing a final energy audit report by March 31, 2026.

The sum of: _____ Dollars

(\$ _____)

Price Quotation (**Bid Option #1** - construction administration services including scoping priority infrastructure improvements with the Owner and a general contractor (yet to be selected) for the community building, only. Assume 10 hours of Contractors time and no travel costs.)

The business entity responding to this solicitation agrees to furnish the necessary personnel, materials, services, facilities, and otherwise do all things necessary for or incident to the performance of the work set forth in this solicitation for the following fixed price.

The sum of: _____ Dollars

(\$ _____)

Contractor's hourly rate for the purpose of Bid Option #1 (\$ _____)

Price Quotation (**Bid Option #2** - construction administration services including field inspection and documentation of findings on general contractor installed energy efficiency improvements. Assume 20 hours of Contractors time and travel and other direct costs to travel to Chistochina.)

The business entity responding to this solicitation agrees to furnish the necessary personnel, materials, services, facilities, and otherwise do all things necessary for or incident to the performance of the work set forth in this solicitation for the following fixed price.

The sum of: _____ Dollars

(\$ _____)

Contractor's hourly rate for the purpose of Bid Option #2 (\$ _____)

Name and Address of Business Entity:

Direct Phone: _____

Cell Phone: _____

email: _____

Signature

Name _____

Title (Official Authorized to Sign Proposal)

_____ Date