REQUEST FOR PROPOSALS



Capital Improvement Plan   
Development Project

Submittals Due: September 15th, 2022

Kawerak Facilities Director Nome, Alaska, 99762

502 Seppala Drive

Nome, Alaska 99762 907.443.4337

## REQUEST FOR PROPOSALS:

**Capital Improvement Plan Development**

**Consulting Services compile Kawerak Capital Improvement Plan.**

1. **Administrative Instructions**

Kawerak is soliciting Request for Proposals (RFP) from qualified firms to assist and advise them in developing a detailed five-year and 10-year summary Capital Improvement Plan document.

Responding firms shall be experienced in municipal/Tribal government projects, programs and finances and are able to provide examples of past projects that are similar in scope and size the project described in this document.

## Sealed submittals marked “CIP Plan Development” must be delivered to the Facilities Director of Kawerak, not later than 4:00 pm, September 15th, 2022.

**A pre-proposal meeting** will be held at 2:00 pm, September 12th, 2022 via zoom. **Proposer attendance is encouraged by is not mandatory**.

Any questions concerning this RFP are to be directed to: Mathew Michels, Facilities Director

Kawerak

502 Seppala Drive Nome, AK 997262

P: 907-443-4335

E: [mmichels@kawerak.org](mailto:mmichels@kawerak.org?subject=Kawerak%20CIP%20RFP)

## Submittal Documents and Deadline

One (1) electronic copy and two (2) printed copies of the proposal must be received via mail or hand delivery at the address listed above not later than 4:00 pm on September 15, 2022. Each Qualification proposal must be clearly marked on the outside with "Kawerak Capital Improvement Plan RFP”

Kawerak will not accept any RFP submittal by facsimile, electronic transmission or any method other than stated in the RFP. Kawerak reserves the right to cancel or modify this solicitation at any time if it deems, in its sole discretion that such measures are in Kawerak’s best interest

## Anticipated Project Schedule

Advertisement period: August 24th-September 14th

Pre-proposal meeting: September 12th, 2 pm (attendance not mandatory)

Proposals Due: September 15th, 4 pm

Scoring Committee Selection: September 12th, 2022

Bid Contest Period: September 13th thru September 25th, 2022

Contract Issue: September 26th, 2022

Anticipated Project Completion: November 31st, 2022

1. ***Project Description and Overview***

Kawerak seeks assistance in developing a Capital Improvement Plan to provide scopes, schedules, values, and timelines, program funding level budgets based on the compiled information from existing “2018 Facility Needs Assessments” into a Capital Improvement Plan. The document is to be compiled in a standard office software application that can be incorporated into Kawerak budget document and which can be updated and maintained by Kawerak staff. Acceptable software applications include either spreadsheet or word processing applications compatible with MS Office or Google Apps. Other software applications may be submitted subject to Kawerak approval.

The anticipated end goal is to utilize the Capital Improvement Plan to facilitate funding and repairs on a 5-year and 10-year time scale.

## Project Background

Kawerak as the regional non-profit corporation (incorporated under State Law in 1973) to provide services throughout the Bering Straits Region. Today, Kawerak contracts with the state and federal government to provide services to residents of the Bering Strait Region, 75% of whom are Alaska Native Inupiat, Yup’ik, and St. Lawrence Island Yupik peoples. Kawerak’s organizational goal is to assist Alaska Native people and their governing bodies to take control of their future. With programs ranging from education to transportation, and natural resource management to economic development, Kawerak seeks to improve the Region’s social, economic, educational, cultural and political conditions. Kawerak headquarters are located in the city of Nome, Alaska and provides services to the 20 tribes in the region. The majority of Kawerak’s funding comes from grant revenues (from state and federal agencies) that consider tribes, and tribal consortia as approved government-to-government partners.

Kawerak operates and maintains a variety of buildings throughout the region (Administrative offices, Head Start program offices, Public Safety buildings, a Child Advocacy Center, Katirvik Cultural Center). The CIP plan will be a single document used for prioritizing, planning and funding Capital Improvements for the next 10-15 year timeframe, after which point we will regroup and renew our planning processes. Although individual projects are approved during the annual budget process, Kawerak has never included a multiyear CIP document in the budget and it has never developed an ongoing CIP planning process.

Although Kawerak does not currently have a single integrated Capital Improvement Plan it has recently completed a series of “Facilities Needs Assessments” to identify and provide cost estimates for future capital improvement projects. These documents were completed in the Spring/Summer of 2018, and will be used to assist in creating a ranking/scoring system to prioritize projects.

In addition to the Facilities Needs Assessments, Kawerak staff routinely submit monthly checklists to survey building condition and also have staff routinely submit work orders to address deficiencies within facilities.

The most recent (2018) Facility Needs Assessment results can be obtained by emailing [mmichels@kawerak.org](mailto:mmichels@kawerak.org).

## Project Expectations and Deliverables:

Kawerak’s expectations are for professional assistance to use the existing 2018 Facilities Needs Assessment documents to:

* Compile a detailed five year CIP plan, including project descriptions, cost estimates, project schedule and funding source (information available in existing documents)
* Facilitate the development of a prioritization matrix to rank/score projects based on safety, need, code compliance, energy efficiency
* Develop CIP project page for each individual project listed in detailed CIP plan.
* Compile a 10-year CIP summary plan listing identified CIP projects which are beyond the five-year horizon of the detailed CIP plan.
* Assemble a dossier of potential funding sources to finance CIP projects within the plan.
* Other CIP planning or reporting document as may be recommended by consultant

All documents will be in a standard office software/standard template that Kawerak can place in Kawerak budget document and can be readily edited and maintained by Kawerak staff. (MS Teams/Office applications preferred, Google Apps accepted, other applications must be approved by Kawerak prior to use)

Present final report to Board identifying the methods used to complete the required deliverables.

## Proposal Submittal

The project proposal must outline your qualifications and describe the process you plan to prepare and provide the deliverables listed above. Proposals should include team members, past relevant project experience, knowledge of the capital improvement plan development process, knowledge and awareness of Kawerak and the Norton Sound/Bering Straits Region and any other information you feel would be useful. It is Kawerak’s intent to make the selection after reviewing the Qualifications of each submitting firm. Examples of CIP plan documents are encouraged.

**SELECTION CRITERIA:**

1. CIP Experience

a. List similar educational or Rural and/or Western Alaska construction projects performed by the proposer in the last 10 years. Describe your experience, providing details below. Also describe how this experience will benefit this project. Preference will be given to firms with experience with similar projects, Rural/Western Alaska location experience, and relevant CIP experience.

b. On projects listed, include the project name, construction budget, construction period, the form of contract, project delivery method (i.e. CM/GC, Design-Build, and Design-Bid-Build), the role your company played in the project, brief project description, and lead project manager. Provide names, addresses and phone numbers of Owner and Architectural references on projects listed.

2. Company Experience with Alternative Project Delivery Methods in remote areas of Alaska

a. Provide a summary of at least three projects completed within the 15 years, which are constructed in the Bering Straits region or Rural Alaska, similar in size and complexity where your company worked with A/E teams in a non-traditional project delivery contract. For each project, list the project name, construction budget, construction period, the form of contract and the role your company played in the project, brief project description, the Owner's name, Owner contact and phone number, A/E company, A/E contact and phone number

3. Approach to Pre Construction Services

a. Provide a synopsis of your company’s approach to the following preconstruction responsibilities; Design review and commentary, document coordination, constructability review and commentary, site logistics and permitting. Describe how your company approaches the preparation and packaging of subcontractor procurement. Describe your experience working on a team approach with the Owner, Architect and other consultants to achieve the best facility possible within the established period and budget. Provide two specific examples of the pre-construction services scopes that your company has provided on recent projects. Describe the manner in which pricing and constructability services will be provided for work that you normally subcontract.

4. Project Estimating and Value Engineering

a. Explain your method of estimating the costs of construction during the design process before design documents are complete. Describe your value engineering process and how you work with the design team to help reduce construction and life cycle facility costs.

5. Project Team and Key Personnel Experience

a. Describe the proposed GC/CM team, including the specific roles and responsibilities of each member. An organization chart would be helpful. Identify the project team and highlight key personnel experience on CM/GC, value engineering, GMP and projects of similar type, complexity and size. Provide synopsis for the key personnel that will be assigned to this the project both for Pre-Construction Services and General Contractor for construction. For the company, provide at least two Owners and two A/E references.

6. Risk Management, Quality & Schedule Control, Local Hiring Practices and Percentages, and Safety

a. Provide a summary of your company’s approach to risk management, quality, schedule control, and safety program. Include a description of the quality control organization, quality control plan, and the authority assigned to the different levels of quality control responsibility. Describe the processes your company uses to identify and resolve project quality issues as well as potential project risks. Include a description of your scheduling methods and controls to proactively manage the project. Also, describe in detail your company’s safety program and any enhancements you may undertake on this project.

7. Capacity

a. Provide a summary of your annual construction volume (in dollars) for the past five years. Provide a summary of your company's current and anticipated workload during this project design and construction period. Include a description of projects, dollar values of construction for which you are responsible either as a prime or subcontractor, and bonding capacity available for the referenced period. Comment on any significant issues based on your review of the preliminary schedule as it relates to your capacity.

8. Preconstruction Services Fee

a. In a separate envelope, provide a lump sum fixed fee for Pre-Construction Services. An industry standard range is anticipated, and a no dollar or unusually low number will be considered a non-responsive proposal.

**SCORING AND GENERAL NOTICES**

A selection committee will evaluate the Proposals and make a recommendation to Kawerak leadership based on the highest scored proposal.

|  |  |
| --- | --- |
| **Selection Criterion Scoring** | **Maximum**  **Possible Points** |
| CIP Experience | 20 |
| Company Experience in Bering Straits region and with  remote project delivery | 30 |
| Approach to Pre Construction Services | 10 |
| Project Estimating and Value Engineering | 10 |
| Project Team and Key Personnel Experience | 15 |
| Risk Management, Quality & Schedule Control, Local Hire  Practices and Percentages, and Safety | 20 |
| Capacity | 10 |
| Preconstruction Services Fee | 5 |
| **Total Possible Points** | **120** |

## Special Conditions

* 1. Qualifications may be delivered in person or mailed to Kawerak at the address reflected on page 1. However, any qualification that is mailed, but does not reach Kawerak by the deadline time set forth may not be accepted at the sole discretion of Kawerak.
  2. Kawerak reserves the right to accept or reject RFP’s and to waive any technicalities or irregularities therein. Kawerak reserves the right to negotiate any and all elements of this RFP. No submitted qualifications may be withdrawn for a period of thirty (22) calendar days from the date set for the opening thereof.
  3. During the evaluation process, Kawerak reserves the right, in its sole discretion, to request additional information or clarifications from those submitting, and to allow corrections of errors or omissions.
  4. Kawerak will not reimburse responding companies or individuals for any expenses incurred in preparing a response to this RFP.
  5. The respondent shall be responsible for obtaining all permits and licenses, as required by any and all county, state, or federal laws, ordinances, or statutes. All work within the scope of this request shall be completed by the successful respondent in accordance with all applicable federal, state and local laws, codes and regulations. The successful respondent shall be appropriately licensed for the work proposed.
  6. This contract shall not be assigned, transferred, or sold, or services sublet to any other person, in whole or part, by the respondent, except with the express written consent of Kawerak.
  7. Submittals must be accompanied by an executed Proposal Submittal Sheet

Remainder of Page Deliberately Left Blank

# PROPOSAL SUBMITTAL SHEET

1. Legal Name of Individual or Firm submitting proposal
2. Common name or DBA if different than item 1.
3. Mailing Address:

Phone Numbers: Office Other

Email:

I hereby certify that I have the authority to execute this document on behalf of the Proposing firm, business, corporation, person or partnership:

BY:

Print: :

Title:

Date: