



# **Kawerak, Inc. Request for Proposals**

Unaatuq | Pilgrim Hot Springs Cemetery Project –  
Art Installation Design & Construction

***Due May 1, 2026***

***Kawerak Pilgrim Hot Springs Program***

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## Project Purpose and Background

Kawerak, on behalf of Unaatuq, LLC., is seeking proposals from local or regional artist contractors for a project to develop and install an art piece (or series of pieces), including a monument(s) and individual grave markers, to honor those buried at Pilgrim Hot Springs.

Kawerak, Inc. is a co-managing owner of Unaatuq, LLC., the consortium that owns Pilgrim Hot Springs. In July 2022 and June 2023, Unaatuq worked with contractors and partner organizations to conduct a ground penetrating radar (GPR) survey of the historic cemetery at Pilgrim Hot Springs with the purpose of identifying the location of two mass graves. As a result of this GPR survey, it was discovered there are at least 112 people who are laid to rest at Pilgrim Hot Springs. These burials include victims of the 1918-19 Flu Pandemic as well as residents of nearby Iñupiaq & Yup'ik villages, and staff members of the Our Lady of Lourdes Mission and Orphanage that operated at Pilgrim Hot Springs from 1917 through 1941.

Throughout the past few years, program staff at Kawerak have worked with partner organizations and archived resources to gather information about the historic cemetery, including known names and identities of those buried at the site. In 2023, the Pilgrim Hot Springs Cultural Advisory Committee was formed, made up of members from around the region who have family or personal ties to the Unaatuq property. The Cultural Advisory Committee has remained an integral part of this project and has guided the vision for this installation. The chosen artist for this work will have the opportunity to meet with and engage the committee to learn about their vision for the future of the property, and their ideas for honoring the people of the region through this work.



Historic PHS Church



Historic cemetery



Aerial view of PHS

### **Submitting your Proposal**

To be considered, Responders must deliver proposals via email, postal mail, or in-person to:

*Email proposals to:* Kelsey Galleher, Pilgrim Hot Springs General Manager, at [kgalleher@kawerak.org](mailto:kgalleher@kawerak.org)

*Mail hard copy proposals to:* Kawerak Community Planning & Development, Attn: Pilgrim Hot Springs Proposals, P.O. Box 948, Nome, Alaska 99762.

*Deliver in-person proposals to:* Kawerak, Inc. Attn: CPD “Pilgrim Hot Springs Proposals,” 500 Seppala Drive, Nome, Alaska 99762

*Mark proposals as follows:* **“Pilgrim Hot Springs Cemetery Project”**

*Deadline:* Proposals will be accepted via email (preferred), in person, or postal mail until **May 1, 2026 at 5pm Alaska Standard Time (AKST).**

### **Project Information & Deliverables**

In your proposal, please share in detail how you will meet the requirements listed below:

The contractor will be responsible for creating/managing the following development & pre-production pieces:

- A. Design & Engineering
- B. Logistics & Pre-Production
- C. Installation Requirements
- D. Post-Installation & Documentation

## **Further Description of Scope of Work Elements**

### **A. Design & Engineering**

The contractor will be responsible for developing structural plans related to the foundation and installation of the art piece, ensuring durability, wind resistance, etc.

The art installation should include the following elements:

- Monument (Main cemetery)
- Individual grave markers (Main cemetery)
- Vessel for offerings (Main cemetery)
- Complimentary art piece / monument (Reflection Garden)

During the design process, the contracted artist will be expected to meet with the Unaatuq Board of Directors, the Pilgrim Hot Springs Cultural Advisory Committee, and Kawerak program staff to review historic documents, property elements, and other relevant information. The design will also be reviewed and approved by the Alaska State Historic Preservation Office.

The artist will provide visualizations for review and approval prior to construction.

### **B. Logistics & Pre-Production**

The contractor will be responsible for providing and abiding by timelines for art piece creation. They will be responsible for sourcing and obtaining all materials needed, as well as any site preparation that is needed. Local or regionally sourced materials are preferred. They will oversee safe handling and delivery of materials and artwork and mitigate any delays due to seasonal conditions.

### **C. Installation Requirements**

The contractor will lead the installation of the art piece once completed, including developing a foundation or anchoring system, complying with ADA and safety regulations, and coordinating an on-site installation crew and sequence of placement.

The installation plan should be reviewed and approved by the Unaatuq Board of Directors and program staff before proceeding.

### **D. Post-Installation and Documentation**

The contractor will be involved in inspection, structural testing, historical documentation, and other finishing touches related to the piece itself. They will provide guidance for maintenance, upkeep, and preservation, and may be involved in dedication ceremony planning.

In your proposal, please provide how you will meet the requirements listed above.

## **Evaluation Process**

Proposals will be evaluated based on the contractor's experience, proposal, timeline, and overall bid (budget) for the project. Artists from the Bering Strait Region, with family ties to the region, or with previous work experience in the region will be ranked higher during the evaluation of experience.

### **1. SUMMARY OF YOUR EXPERIENCE or PORTFOLIO**

The artist's experience should be detailed in a cover letter and/or resume of work. Links to view a portfolio of existing work is appreciated.

### **2. PROPOSAL**

The proposal should describe how all elements of the scope of work will be met, including detailed information about the artist's preferred medium, preferred materials, and initial ideas for specific installation pieces.

### **3. TIMELINE**

The timeline and availability for work should be outlined in a cover letter or spreadsheet. The timeline should allow for flexibility in order to accommodate for logistical, or seasonal weather challenges.

### **4. BUDGET**

The bid (budget) should outline each itemized task, the estimated hours of work, the rates of pay, materials costs, any equipment or expenses needed, equipment rentals, any travel, etc.

### **Ranking points possible:**

1. Experience and Work in the Region: 30 points
2. Proposal description and plan: 20 points
3. Timeline for Project Completion: 30 points
4. Budget: 20 points

Total points possible: 100 points

If Kawerak cannot successfully negotiate a contract with the highest ranking Responder, staff will terminate negotiations with that Responder and initiate negotiations with the next highest ranked Responder. This process will be followed until Kawerak and a Responder have reached agreement and a contract is executed, if at all, unless circumstances warrant otherwise.

## **Additional Information**

1. Responders should be aware that the information presented in this document is preliminary, and subject to change. Responding to this request for proposals does not guarantee selection.
2. Any costs incurred in response to this request are at the Responder's sole risk and will not be reimbursed by Kawerak or any project funders.
3. Kawerak reserves the right to define and waive informalities, and to make a selection as deemed in its own best interest. This includes the right to decline to enter any contracts based on

this solicitation, withdraw, cancel or reissue this solicitation for any reason, or reject all proposals and proceed utilizing a different process, all at its sole discretion and without liability.

### **Questions:**

Interested artists may submit questions about the proposed project before the closing date, by email to [kgalleher@kawerak.org](mailto:kgalleher@kawerak.org).

### **Other**

#### *Travel*

No additional travel funding can be requested. All travel costs for the artist contractor for pre-design, design, installation, and commissioning must be outlined and included within the proposal's budget.

#### *Insurance\**

Kawerak's policy requires all artist contractors to purchase and maintain the following insurance: Workers Compensation and employer's liability insurance as required by State law and as will adequately protect Contractor from claims under worker's compensation laws, disability benefit laws or other similar employee benefit laws; General liability insurance with limits of not less than one million dollars (\$1,000,000) per occurrence combined single limit for bodily injury and property damage and two million dollars (\$2,000,000) aggregate; Auto liability insurance with limits of not less than one million dollars (\$1,000,000) and physical damage limits of the stated value for all vehicles used by Contractor in performance of the Scope of Work; Professional liability (errors and omissions) insurance with limits of not less than one million dollars (\$1,000,000).

Kawerak shall be named as an additional insured in each policy herein provided, except for worker's compensation, professional liability, and employer's Liability insurance. All insurance policies shall be written as primary policies and shall not be contributing with, or in excess of, any insurance coverage that Kawerak may otherwise carry. Contractor shall furnish Kawerak certificates showing the type, amount, class of operation, effective dates and dates of expiration of policies. All insurance certificates must be delivered to Kawerak before work begins and must confirm that each type of coverage extends to all services to be performed described in the Scope of Work in Section (3). All insurance certificates and policies shall not be cancelled or allowed to expire within the duration of this Agreement until at least thirty (30) days prior written notice has been given Kawerak. Such policies shall contain a clause pursuant to which the insurance carriers waive all rights of subrogation against Kawerak with respect to losses payable under such policies.

The artist contractor will be responsible for all shipping, handling, and installation of the art at the designated project site. The artist contractor retains all risk of loss, damage, or destruction of the art during transit and installation, and will be required to maintain appropriate insurance covering such risks. Risk of loss and ownership will pass to Kawerak upon final acceptance of the installed art by Kawerak

**\*PLEASE CONTACT KAWERAK STAFF IF YOU HAVE ANY QUESTIONS ABOUT THE INSURANCE REQUIREMENT FOR THIS WORK.**