



KENAITZE INDIAN TRIBE REQUEST FOR PROPOSAL Project DWC Snow Melt Design

Issued: Date 3-28-2025

1 INTRODUCTION

1.1 ORGANIZATION

1.1.1 The Kenaitze Indian Tribe is a federally recognized tribal government, re-organized in 1971 under the statutes of the Indian Reorganization Act of 1934, as amended for Alaska in 1936. The Tribe serves over 5,000 community members, Alaska Natives, and American Indians in the central and upper Kenai Peninsula. The Tribe's Headquarters is located at 150 N Willow, Kenai, Alaska 99611. Nothing in this RFP is a waiver of the Tribe's sovereign immunity.

1.2 MISSION STATEMENT

1.2.1 To assure Kahtnuht'ana Dena'ina thrive forever.

2. OVERVIEW

The Kenaitze Indian Tribe ("Tribe") is seeking proposals from firms qualified and interested in providing engineering and design services for the expansion of the existing sidewalk snowmelt system at the Dena'ina Wellness Clinic at 508 Upland, Kenai, Alaska 99611 (the "Project").

2.1 Owner is a federally recognized tribe and Alaska Native Tribal Health Consortium (ANTHC) Maintenance and Improvement (M&I) Project Pool participant. Owner is authorized to carry out programs, services, functions and activities pursuant to the Indian Self-Determination and Education Assistance Act (ISDEAA), 25 U.S.C. §§ 5301–5423, and maintains tribal health facilities to carry out federal health care programs for Alaska Natives.

2.2 Owner is funding the Project pursuant to a cooperative agreement sub-award (Funding Agreement) with ANTHC. ANTHC entered into the Funding Agreement pursuant to its Title V Construction Project Agreement (TVCPA) with the Indian Health Service (IHS) for the funding and performance of M&I projects of tribes and tribal organizations, including Owner.

2.3 Contractor is required to comply with all applicable laws and regulations specified in the Funding Agreement, Title V of the ISDEAA, 25 U.S.C. §§ 5381–5399, and 42 C.F.R. Part 137, Subpart N.

2.4 Construction of the Project is subject to the requirements of the National Environmental Policy Act (NEPA), 42 U.S.C. §§4321–4370h, the National Historic Preservation Act (NHPA), 54 U.S.C. §§ 300101–320303, and related environmental requirements as provided in the TVCPA. ANTHC has determined that no negative impacts have been identified that may occur as a result of the project and that neither an Environmental Impact Statement nor an Environmental Assessment are needed for the proposed action. ANTHC has further determined that the project has no potential to impact cultural resources.

2.5 Construction of the Project will be subject to prevailing wage rates under the Davis-Bacon Act, 40 U.S.C. §§ 3141–3148. In accordance with the statute, Contractor must pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, Contractor must pay wages not less than once a week. Contractor must report all suspected or reported violations to Owner.

The purpose of this Request for Proposal (“RFP”) is to solicit responses from competent and experienced firms capable of providing the goods/services as specified herein in a prompt, cost-effective, and efficient manner. The selected firm is expected to enter into a legally binding Agreement with the Tribe based on a relationship of trust and confidence. The selected firm is further expected to use its highest skill and judgment to design and build the Project while remaining in close consultation with the Tribe to ensure the successful completion of the Project. The selected firm shall provide for the professional oversight and delivery of all aspects of the services required to complete the Project successfully, on time, and within the Project's budget, in accordance with the terms and conditions of the Tribe's Standard Professional Service Agreement (Attachment A).

Offerors are hereby advised that the development of the Project is contingent upon the Tribe receiving funding from the Funding Agency. The Project shall be conducted in accordance with all applicable Tribal, Federal, State, and Local Laws and Regulations and the terms of the Funding Agreement.

3 INQUIRIES

Questions regarding this RFP must be directed in writing to Tami Murray, Procurement Manager, TMurray@kenaitze.org. All emails must identify the RFP title in the subject line, include the contact information for the person submitting the question, and indicate the relevant RFP, Plan Page, or Specification Division section number.

All questions must be submitted using this format and must be received no later than 5:00 p.m. (Alaska Standard Time) on 4/25/2025. Responses will be posted on the Kenaitze website on or before the close of business on 4/28/2025 and emailed to inquiring parties.

The post will provide every question received and each accompanying response. This will ensure all potential Offerors receive the same information. Questions will only be answered in writing. Revisions to this RFP shall only be made through formal written addenda that will be made available to all interested Offerors as described above. Oral and other interpretations or clarifications will be without legal effect. It is the Offeror's responsibility to ensure they are on the Tribe's list to receive all addenda.

Offerors must read the RFP thoroughly. Any ambiguity, conflict, discrepancy, omission, or other errors in this RFP must be reported in writing. Any changes or corrections to the RFP will be made only by a written addendum issued by the Tribe. Failure to report ambiguities, conflicts, discrepancies, omissions, or other errors in a timely manner prior to submission of the proposals will result in a waiver of those issues.

4 PROPOSAL SUBMISSION DEADLINE

To be considered, a complete proposal package must be received by the Tribe by the deadline via either of the following methods:

Hand-delivered or mailed to: Kenaitze Indian Tribe
Attention: Tami Murray
Procurement Manager
150 N Willow St
Kenai, Alaska 99611

Electronically transmitted to: tmurray@kenaitze.org

The deadline for submission is 5:00 p.m. Alaska Time on 5/12/2025. Proposals received after the deadline may not be accepted. Proposals sent via email should be in a single PDF document format, with the RFP title noted in the subject line. The Notice of Award is anticipated on 5/19/2025.

By submitting a proposal, the Offeror represents that the Offeror has become familiar with local conditions and has correlated that knowledge with the requirements in this RFP. To make a site visit, please contact Tami Murray, Procurement Manager, TMurray@kenaitze.org.

The submitted proposal shall remain valid for at least sixty (60) days after the closing date for receipt of proposals. Modifications to or withdrawals may be allowed only if received prior to the deadline for receipt of the proposal. No changes to or withdrawals of the proposal will be permitted after the time for receipt specified.

5 SCOPE OF WORK

The selected Offeror will provide creative engineering and design services for the expansion of the existing sidewalk snowmelt system at the Dena'ina Wellness Clinic at 508 Upland, Kenai, Alaska 99611

5.1 Objectives – The Tribe has identified the following objectives and services for the selected design professional for the project:

- Determine if existing space within the building can be utilized to install the snowmelt equipment
- Project Management
- 35% Schematic Design
- 65% Design Development
- 100% Construction Documents
- Civil Site Survey
- Drawings available upon request

6 SCHEDULE

Interested Offerors should to consider their workload and capability of meeting Project schedules.

Contract Award	May 19, 2025
Design phase milestone dates:	
Kick-off Meeting	TBD
35 % schematic Design	TBD
65% Design Development	TBD
100% Construction Documents	TBD

7 PROPOSAL SUBMISSION REQUIREMENTS

All Offerors interested in submitting a proposal in response to this RFP must adhere to the following requirements. Failure to do so may result in the Tribe deeming the proposal to be non-responsive and therefore not eligible for consideration.

Cover Letter:	1-page maximum
Narrative:	10- pages maximum
Resumes:	2-pages maximum (each)
Rate Sheets and Attachments:	As required
Scope of Work:	As required

One page is defined as one side of a standard 8 ½” x 11” sheet of paper.

7.1 Proposal Submittal Items

Offerors must only submit one proposal, following the format outlined below, and clearly identifying each of the following four criteria within the submittal.

- a) Cover Letter** – submit a cover letter on company letterhead that is no more than one (1) page and includes the following:
1. The company’s legal name and contact information.
 2. An overview of the company’s qualifications and experience relevant to the scope of work defined herein.
 3. The identity and qualifications of the person(s) who will be assigned to the job should the company be chosen.
 4. The letter must be signed by a company representative who is authorized to make representations and commitments for the Offeror. Include that person’s name and contact information, and include a statement that the signing individual has the authority to bind the Offeror to the proposal.
 5. Confirmation that all addenda have been received and considered. The addenda can be found on the Kenaitze website: <https://www.kenaitze.org/about/procurement/>
 6. Statement that Offeror agrees to the contract terms and conditions identified in Attachment B of this RFP or explain that it has provided specific redline edits to the Tribe’s Standard Agreement sufficient to allow it to execute the Agreement without further negotiation.
- b) Scope of Work** – submit a written, detailed description of how each component of Section 5 Scope of Work will be accomplished. Please refrain from using marketing information in this part of the proposal submittal. The Scope of Work document will not count toward the narrative page limit.
- c)** All proposals will become the property of the Tribe and may be returned only at the Tribe's option. Any information marked as proprietary or confidential will be held in confidence to the greatest extent possible.

7.2 Proposal Preparation Cost

The issuance of this RFP, the submission of a response by any firm, and the acceptance of such response do not obligate the Tribe in any manner, prior to the award of an agreement to the design team selected as a result of the RFP process. The Tribe shall not be responsible for any costs incurred by any Offerors associated with preparing and/or submitting a proposal in response to this RFP, in any manner, for any reason. All proposal preparation costs shall be the sole responsibility of the Offerors, including the selected firm.

7.3 Proposal Validity

An Offeror’s proposal will remain valid for sixty (60) calendar days from the RFP submission deadline or until an award is made to the successful Design-Builder, whichever is sooner.

8 EVALUATION AND SELECTION

Proposals will be evaluated by Tribal staff and committee based on the responsiveness to the submission requirements described in Section 7 and the following factors:

The Offeror's proposal will be evaluated on how well it demonstrates that it has the experience and expertise to perform the services required for the Project. Consideration will be given as to how effectively and successfully the Offeror has executed past projects. Consideration will also be given to Offerors with experience relevant to the type and use of the proposed project.

Please include a listing of your company's three (3) most recent successful projects, with owner references, that are relevant and/or similar to the services required for this Project.

8.1 Capability and Experience – 20 Points

Describe the proposed Project staff and demonstrate that the individuals who may be assigned to the Project have the experience and expertise to perform the services that will be required for a successful project. Provide resumes for the key personnel that will be assigned to this Project. Resumes should include: total years of relevant experience, years of relevant experience with current firm, education, current relevant professional registrations, and other relevant professional qualifications.

8.2 Work Plan – 20 Points

Provide a detailed work plan that outlines the timeline for all phases of the project, including, but not limited to, the starting date and other milestones/deadlines for each phase.

8.3 Design Proposal and Professionalism– 10 Points

Outline the approach of the Offeror for a successful project, including project delivery methods and relationships with owners, contractors, and sub-consultants. and municipalities. Include a preliminary design schedule that clearly demonstrates an understanding of the targeted completion date and identifies distinct or unique approaches to completing the project design.

8.4 Price – 50 Points

Submit a fixed-price proposal to provide the services specified herein. The proposed price must include all of the Offeror's costs associated with providing the services called for, including but not limited to wages, administrative overhead, and other similar costs. As an attachment to the proposal, please provide the firm's federally approved overhead rate and hourly rates per labor

categories. Offerors shall carefully and realistically consider their price proposals.

Native Preference: In accordance with 25 U.S.C. § 5307(b) and the Tribe's TERO, Ordinance No. 2017-01, the Tribe provides a preference for qualified Alaska Native/American Indian-owned businesses. Offerors do not need to qualify as an Alaska Native/American Indian Owned enterprise in order to submit a proposal.

The Tribe will give preference to proposals for covered entities in the procurement evaluation process by awarding additional points to Tribal and Native contractors in the evaluation of the proposal:

1. Twenty Five (25) additional points for Tribal contractors; or
2. Fifteen (15) additional points for Alaska Native and American Indian (AN/AI) contractors

Provide proof of AN/AI membership or Tribal membership to receive preference. In order to be considered for preference, proof of membership and at least 51% ownership must be submitted with the proposal.

These criteria are intended to describe the qualities the Tribe is looking for in the selected Design Firm but are not intended to constrain the Tribe's discretion in selecting the firm it determines will provide the best overall value to the Tribe in carrying out the Project.

At its sole discretion, the Tribe may ask questions of Offerors, seek clarifications, and conduct interviews with Offerors on Proposals. The Tribe reserves the right to waive any formalities in the selection process and may make its selection based on any factors deemed to serve its own best interest. This includes the right to reject any or all proposals and the right to proceed utilizing a different procurement process.

9. TYPE OF AGREEMENT

Within thirty (30) calendar days after the Notice of Award is issued, it is expected that the Selected Offeror will sign the Tribe's Standard Professional Service Agreement, which is included with the RFP information as Attachment B. Offerors are expected to carefully review the Tribe's Standard Professional Service Agreement and advise the Tribe in their proposal if any of the terms or conditions of the Standard Professional Service Agreement are objectionable. If any provisions are objectionable, the Offeror must provide in redline format alternative terms and conditions which are acceptable to it, along with the reasons for the proposed changes. These pages will not count

against the proposal page limit. The Tribe reserves the right to reject any proposal that fails to indicate that the Offeror is willing to execute the Tribe's Standard Professional Service Agreement or fails to propose alternative terms and conditions that are acceptable to the Tribe.

10. INSURANCE, CERTIFICATIONS, AND OTHER REQUIREMENTS

10.2 Insurance: If Offeror is selected, Offeror must agree to maintain the level of insurance coverage specified in the Agreement throughout construction of the Project.

10.3 Certifications Required for Federally Funded Projects: By submitting a proposal, the Offeror assures that:

10.3.1 Neither it nor any of its principals is presently debarred, suspended, proposed for debarment, or declared ineligible or voluntarily excluded from participation in this transaction by any state or federal department or agency;

10.3.2 Neither the Offeror, nor any of its employees, agents, or representatives has violated the provisions of the "Anti-Kickback" Act (41 U.S.C §§ 8701-8707) which will be incorporated by reference and made a part of any contract;

10.3.3 Buy America Requirements. The contractor agrees to comply with 49 U.S.C. 5323(j) and 49 C.F.R. part 661 and 2 CFR § 200.322 Domestic preferences for procurements, which provide that Federal funds may not be obligated unless all steel, iron, and manufactured products used are produced in the United States;

10.3.4 Neither the Offeror nor any of its representatives has been required, directly or indirectly, as an express or implied condition in obtaining or carrying out this contract, to employ or retain any organization or person or to make a contribution, donation, or consideration of any kind;

10.3.5 It will comply with all applicable state and federal rules governing Equal Employment Opportunity and Non-Discrimination, including all applicable provisions of 41 C.F.R § 60-1.4(b); and

10.3.6 Its prices were independently arrived at and without collusion.

10.4 License: All Offerors are required to hold a valid Alaska Business License and valid Professional Licenses sufficient to perform the work required by the Project. All services performed under the Agreement resulting from this RFP which may require a professional license shall be performed by or under the supervision of a person licensed and registered in the State of Alaska to provide the services contemplated under the Agreement. Offerors must submit copies of all licenses, certificates, registrations, and other credentials required for performance under the contract when submitting proposals in response to this RFP. Documentation must be current and must have been issued by or under authority of the State of Alaska or, if documentation is from an outside jurisdiction, such documentation must be accepted as valid by the State of Alaska for performance in Alaska.

11. ADDITIONAL REQUIREMENTS:

The Offeror is responsible for conducting necessary research and becoming familiar with the organization as necessary. A site inspection is recommended but not required to submit a proposal on this project to verify existing conditions and for Offeror to familiarize itself with the full scope of work. Contact Tami Murray, Procurement Manager to arrange an inspection, at 907-335-7213 or TMurray@kenaitze.org.

12. GENERAL REQUIREMENTS

12.1 Term of Service

The agreement resulting from this RFP shall be effective from the date of execution of the agreement through the completion of services. The Tribe anticipates that the Project will be completed by December 31, 2025.

12.2 RFP Modification

Offerors should be aware that the Project information presented in this document is preliminary. Descriptions of the Project and proposed schedule are subject to refinement and change to meet the ongoing needs of the Project. The Tribe reserves the right to accept or reject any or all submittals, consider alternatives, waive informalities in evaluation procedures and RFP requirements, and may make its selection based on any factors deemed to serve its own best interest. This includes the right to reject any or all proposals and the right to proceed utilizing a different procurement process. The Tribe in its sole discretion may cancel the solicitation at any time if such cancellation is in the best interest of the Tribe.

12.3 Sub-consultants

The Selected Offeror must disclose to the Tribe the use and identity of sub-consultants it intends to use in carrying out the requirements herein. The Tribe

reserves the right to approve all sub-consultants if it so chooses. The Selected Offeror is solely responsible for the satisfactory performance of and compensation to any sub-consultants.

The Tribe has adopted a Tribal Employment Rights Ordinance (TERO), Ordinance No. 2017-01. In accordance with the TERO, the Selected Offeror shall make best efforts to employ and subcontract with Tribal members, Tribal members' spouses, and other Alaska Native and American Indians. The Selected Offeror shall review and consider the Tribe's preferred vendor list and index of Tribal members and eligible Indians seeking employment that is maintained by the TERO office.

12.4 Other

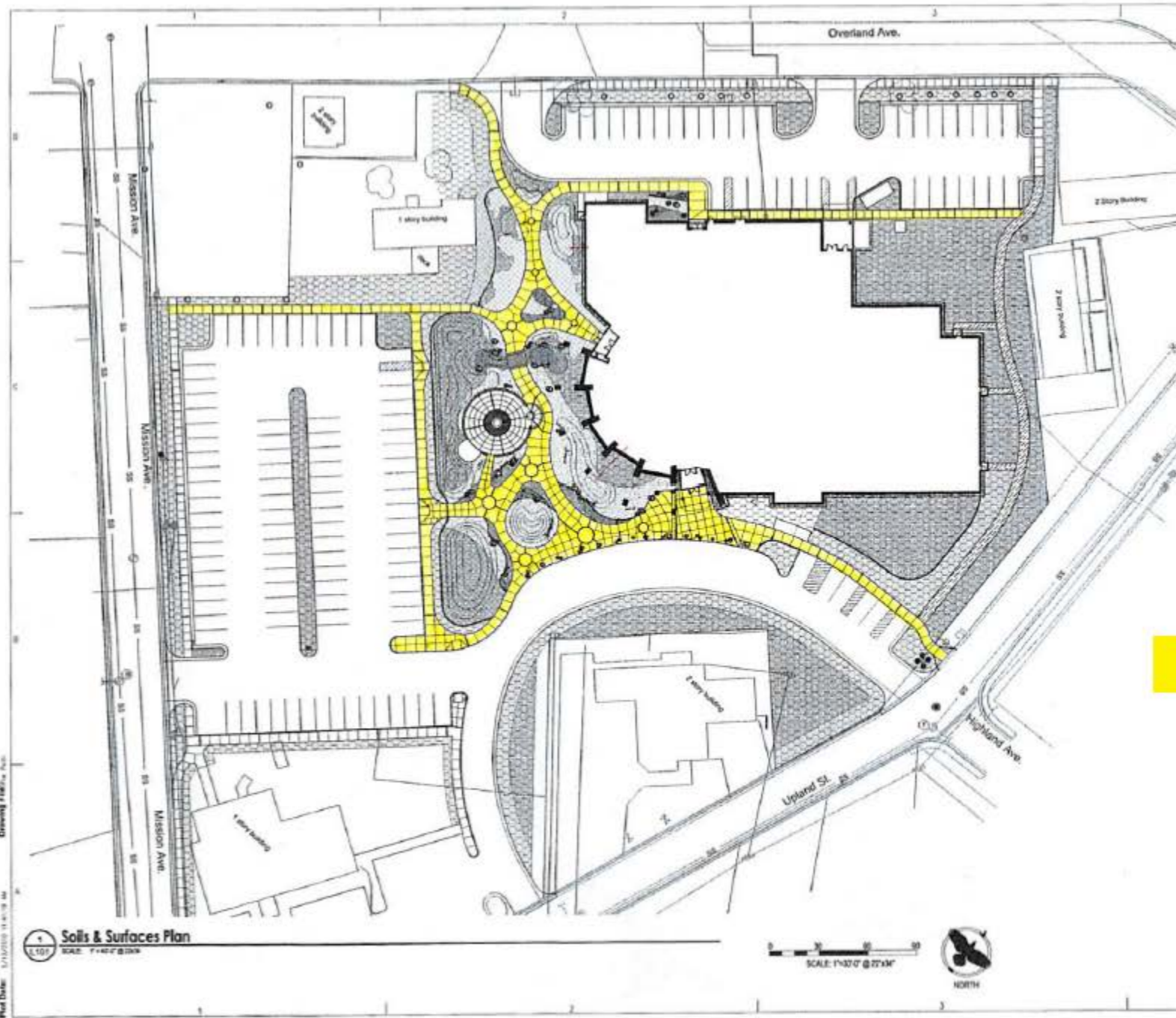
The Tribe may require, seek, and utilize all information it deems appropriate to assess the qualifications of individual Offerors. Unless otherwise specified by Offeror in writing, all proposal information submitted in response to this RFP shall be considered public information and may, at the Tribe's sole discretion, be released to the public at the conclusion of the procurement process, except for the rate information submitted in response to the pricing criteria. Any other information related to pricing or capacity that Offerors consider confidential or proprietary must be clearly identified in writing, as part of the Proposal response.

ATTACHMENTS:

Attachment A- Standard Professional Service Agreement

Attachment B – Map of proposed location for expansion of snowmelt

END OF PROPOSAL



- Soils**
- Excavate as required for installation of 4" depth of Standard Planting Soil (measured after compaction). Finished elevations per D&S unless otherwise noted.
 - Excavate as required for installation of 12" depth of Standard Planting Soil (measured after compaction). Finished elevations per D&S unless otherwise noted.
- Surfaces**
- Gravel Trail - See D&S
 - Beach - 4" Depth Compacted Subgrade below
 - Rock Mulch - Dip Strip (see detail)
 - Rock Mulch - Type A - 4" depth Compacted Subgrade below
 - Rock Mulch - Type B - 4" depth Compacted Subgrade below
 - Rock Mulch - Type C - 4" depth Compacted Subgrade below
 - Grass (Lodging/Grass) - Charcoal Black - Polished finish with honed finish and etched graphic, see detail.
 - Type A Concrete (Interstar Integral Color - Fitter's Clay, 2 bags, 6000 PSI) - Brown Finish.
 - Type C Concrete (Interstar Integral Color - Monsoon, 2 bags, 6000 PSI) - Exposed Aggregate Finish.
- Notes:**
- Unless noted, all concrete shall be standard color and brown finish.
 - All Rock Mulch areas to have weed free fabric installed below finish per Dip Strip detail.

 Sidewalks to be added

Soils & Surfaces Plan
SCALE: 1"=30' @ 21"X30"

SCALE: 1"=30' @ 21"X30"



Architects
Alaska
Cramer & Company
Architects

Corvus Design
Landscape Architecture
www.corvusdesign.com



Dena'ina Wellness Center
Kenaitze Indian Tribe
Kenai, Alaska

REVISIONS		
NO.	DESCRIPTION	DATE

DRAWN BY	DATE
PK	01-09-2013
CHECKED	JOB NO.
PK	444-10-03

SHEET CONTENTS	
Site & Site Plan	

CATEGORY	SHEET NO
L	101

Plot Date: 01/09/13 11:45:18 AM Drawing Title: PLS

Landscape - Confirmed Set