



*To assure Kaitnuht'ana Dena'ina thrive forever*

## **KENAITZE INDIAN TRIBE REQUEST FOR QUOTE Remodel Security & Environmental Building**

Issued: 07/21/2017

### **1. Overview**

The Kenaitze Indian Tribe (Tribe) is seeking a vendor to provide construction services to remodel the Tribe's facility located at 509 Overland Ave., Kenai, AK 99611. The purpose of this Request for Quote (RFQ) is to solicit responses from competent and experienced vendors that are capable of providing the services as specified herein in a prompt, cost effective, and efficient manner.

### **2. Inquiries**

Questions regarding this RFQ must be directed in writing to Shayna Franke, Project Manager [sfranke@kenaitze.org](mailto:sfranke@kenaitze.org). All emails must identify the RFQ title in the subject line, include the contact information for the person submitting the question, and indicate the relevant RFQ section number. All questions must be submitted using this format and must be received no later than 5:00pm Alaska Standard Time (AKST), 08/06/2017.

The Tribe will review the submitted questions and respond to all inquiries in writing by replying via email to all inquirers and interested vendors at one time. The email will provide every question received and each accompanying response. This will ensure all potential vendors receive the same information.

### **3. Background Information**

The 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.

### **4. Quote Submission Requirements**

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

#### 4.1 Quote Submittal Items

Vendors must only submit one quote, follow the format outlined below, and clearly identify each of the following four criteria within the submittal.

- a) **Cover Letter** – submit a cover letter on company letterhead that is no more than 1 page and includes the following:
  - a. The company’s legal name and contact information
  - b. An overview of the company’s qualifications and experience relevant to the scope of work defined herein
  - c. The identify and qualifications of the person(s) whom will be assigned to the job should the vendor be chosen
    - i. The letter must be signed by an authorized company representative, and include that person’s contact information.
- b) **Scope of Work** – submit a written, detailed description of how each subsection within section 5 Scope of Work will be accomplished. For each subsection, the format of the vendor’s response must include the following: the specific subsection number (i.e. subsection 5.2), the subsection title, and a detailed response that addresses all items of relevance within that requirement. Please refrain from using marketing information in this part of the quote submittal.
- c) **Deliverables** – submit a schedule of all deliverables and milestones/due dates.
- d) **Price** – submit a written price proposal to provide the good(s) or service(s) as specified herein, using the format set forth in subsection 7.1 Quote Price. The proposed price must include all of the vendor’s costs associated with providing the good(s) or service(s) as called for within this RFQ including, but not limited to, wages, administrative overhead, travel, transportation, lodging, and other similar costs unless stated otherwise. No other costs will be considered for payment.

All proposals will become the property of the Tribe and may be returned only at the option of the Tribe. Any information marked as proprietary or confidential will be held in confidence to the greatest extent possible.

#### 4.2 Quote Submission Deadline

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

1. Hand delivered or mailed to: Kenaitze Indian Tribe  
Attention: Shayna Franke  
Administration  
150 N Willow St  
Kenai, Alaska 99611

2. Electronically transmitted to: sfranke@kenaitze.org

The deadline for submission is 5:00pm Alaska Time, 08/20/2017. Any quotes received after the deadline may not be accepted. Quotes sent via email should be sent in a single PDF document format, with the RFQ title noted in the subject line.

#### **4.3 Quote Preparation Cost**

The Tribe shall not be responsible for any costs associated with preparing and/or submitting a quote in response to this RFQ, in any manner or for any reason.

#### **4.4 Quote Validity**

A vendor's price proposal will remain valid for 90 calendar days from the RFQ submission deadline or until an award is made to the successful vendor, whichever is sooner. No price proposal will be accepted if marked "price prevailing at time of delivery", "estimated price", or something similar. All price proposals must be in US dollars.

### **5. Scope of Work**

#### **5.1 Stairs**

##### **5.1.1 Landing**

- Level concrete landing.
- Lower top landing and remove the small step at the top of the staircase.
- Install one step from landing to second floor entrance.

##### **5.1.2 Modifications**

- Install anti-slip stair tread at the leading edge.
- Install edging to prevent decay.
- Install hand railing to meet code.
- Make the stairwell a 1-hour fire rated stairwell.

#### **5.2 First Floor Remodel**

##### **5.2.1 Remodel**

Vendor will renovate the existing space as shown in the approved plan (see attachment A).

##### **5.2.2 Electrical, Data & Lighting**

Vendor will work with a licensed electrician to install electrical, data and lighting as shown in the approved first floor electrical/data plan (attachment B). All data will be wired to the second floor IT rack.

### **5.2.3 Bathroom**

Vendor will renovate the existing bathroom according to the attached plumbing plan (attachment C).

## **5.3 Second Floor**

### **5.3.1 Remodel**

Vendor will renovate the existing space as shown in the approved plan (attachment D). Vendor will reinstall the existing toilet and vanity.

### **5.3.2 Electrical, Data & Lighting**

Vendor will work with a licensed electrician to reinstall the electrical, data and lighting as needed. Vendor will test all existing outlets, wiring, and light fixtures. Rewire, test and terminate Cat6 cabling throughout building to relocated IT rack.

## **5.4 Wall(s)**

### **5.4.1 Mold**

Vendor will complete mold remediation as necessary throughout the building.

### **5.4.2 Exterior Walls**

Vendor will replace the vapor barrier and insulation as needed throughout the building.

### **5.4.3 Sheetrock, Texturing & Paint**

Vendor will replace the sheetrock as needed throughout the building and redo the texturing with orange peel texturing. Vendor will paint all walls with two coats of Behr Swiss Coffee Paint & Primer.

## **5.5 Furnace, Ductwork, and Water Heater**

### **5.5.1 Furnace**

Remove existing furnace and replace with a 95% efficient 60,000BTU furnace

### **5.5.2 Ductwork**

Redo the ductwork throughout the building do comply with all applicable building codes.

### **5.5.3 Water Heater**

Remove existing water heater and replace with a Rinnai RUC80 high efficiency on demand natural gas water heater.

#### **5.5.4 Utility Room Floor**

Remove existing utility room concrete pad and repour a leveled pad for the furnace and water heater.

### **5.6 Exterior/Structural Remodel & Repairs**

#### **5.6.1 Exterior Door(s)**

Reframe boiler room door & remove door that leads to the middle landing of the stairwell.

#### **5.6.2 Siding**

Reside exterior building with metal siding to match adjacent Tribal Court Building. Replace Tyvek as necessary.

#### **5.6.3 Roof**

Replace existing roof with metal to match adjacent metal roof in the Tribal Court Building.

#### **5.6.4 Structural Repairs**

Resolve all issues identified in the inspection dated December 19<sup>th</sup>, 2016 by Wince – Corthell – Bryson Consulting Engineers (see attachment E).

Vendor will work with the building inspector and the Tribe to complete the building permit. Throughout the project, Vendor will schedule regular inspections as required by the building official. Vendor is required to provide the Tribe with the final inspection signed off by the building official that shows all corrections required, if any, are corrected.

Vendor is encouraged to complete a walkthrough of the building if possible. Prior to scheduling a walkthrough, vendor is required to submit an Alaska Business License, Alaska Contractor's License, and proof of general liability and workman's comp insurances.

A walkthrough can be scheduled with a minimum of one (1) business days' notice to Shayna Franke at 907-335-7214 or 907-398-7445. All scheduled walkthroughs must be completed no later than 5:00pm Alaska Standard Time (AKST), 08/04/2017.

## **6. General Requirements**

### **6.1 Term of Service**

The agreement resulting from this RFQ shall be effective from the date of execution of the agreement through the completion of services. In no event shall services under the agreement exceed the quoted amount. In the event the vendor fails to meet all project milestones/deadlines as specified herein, in its sole opinion, the Tribe may determine the vendor to be in breach of the terms of the agreement.

### **6.2 RFQ Modification**

The Tribe reserves the right to:

- a. Modify or otherwise alter any or all of the requirements herein. In the event of a modification, vendors will be given an equal opportunity to modify their quotes as identified in writing by the Tribe.
- b. Reject any quote not adhering to the requirements set forth within this RFQ, either in whole or in part.
- c. Reject any or all quotes received.
- d. Terminate this RFQ at any time, without reason.

### **6.3 Order of Precedence in the Event of a Conflict**

If an agreement is awarded, all terms and conditions herein shall be incorporated into the award along with the vendor's proposal. Any change to the agreement must be through a written amendment agreed upon by both Parties. In the event of a conflict between the RFQ and the vendor's proposal, the more stringent language shall apply.

### **6.4 Subcontracting**

The vendor must disclose to the Tribe the use and identity of all subcontractors it uses in carrying out the requirements herein. The Tribe reserves the right to approve all subcontractors if it so chooses. The vendor is solely responsible for the satisfactory performance of and compensation to any and all subcontractors.

### **6.5 Insurance**

The vendor shall have, maintain, and provide proof of Commercial General Liability Insurance and Workman's Compensation Insurance, in addition to any applicable insurance required by the State of Alaska or the vendor's primary state of location. The vendor must provide the Tribe with proof of the insurance required herein. The vendor shall be financially responsible for all deductibles, costs, and self-insured retention's and/or self-insurance required herein.

The Tribe is a sovereign nation, and as such the vendor waives all rights against the Tribe and its officers, employees, and agents for recovery of damages to the extent these damages are covered by the required policies.

## 6.6 Indemnification

Except in the case of the sole negligence or willful misconduct of the Tribe, the vendor shall indemnify, defend and hold harmless the Tribe, and the Tribe's officers, agents, and employees from and against any and all liability, claims, damages, losses, expenses, actions, attorney fees and costs and lawsuits whatsoever (including without limitation all claims involving damage to real or personal property, civil rights claims, or claims of infringement of a patent, copyright, trade secret or trademark) caused by or arising out of the performance, acts, or omissions under this RFQ by the vendor or any of its officers, agents, representatives, employees or subcontractors or arising from or related to a failure to comply with the requirements herein, and/or applicable state or federal statute, law, regulation, or rule.

Nothing in this RFQ is a waiver of sovereign immunity.

## 7. Price and Payment

### 7.1 Quote Price

The vendor must submit a written price proposal to provide the good(s) or service(s) as specified herein. The proposed price must include all of the vendor's costs associated with providing the good(s) or service(s) as called for within this RFQ including, but not limited to, wages, administrative overhead, travel, transportation, lodging, and other similar costs unless stated otherwise. No other costs will be considered for payment.

### 7.2 Payment

The vendor shall be paid for actual work completed in accordance with the requirements herein and the accepted price proposal. The total amount to be paid to the vendor shall not exceed the vendor's quoted amount unless otherwise specifically agreed to in advance with supporting justification and in writing by both parties.

Payment to the vendor is contingent on the vendor delivering a bill or invoice to the Tribe. The Tribe retains the right to require additional documentation to support the submitted invoice. The Tribe will provide payment to the vendor within 30 calendar days of acceptance of the invoice.

The vendor shall provide the following information with each invoice:

- Identification of billing period;
- A statement describing the actual work completed with sufficient detail to reconcile the charges against the work performed and/or work product received by the Tribe;
- Total cost billed for the billing period;
- Date invoice was submitted;
- Entity name and contact information; and
- Name of authorized person originating or submitting the billing for the entity.

Submit invoices to:

Shayna Franke  
Kenaitze Indian Tribe  
PO Box 988  
Kenai, Alaska 99611

## 8. Evaluation and Selection

Quotes will be evaluated by the Tribe's staff based upon the responsiveness to the submission requirements described in Section 4, and in the following point system or any other manner deemed appropriate by the Tribe to determine the proposal most advantageous to the Tribe.

### **Point System:**

#### ***Capability and Experience (20 points)***

Provide a summary of the proposed project team, identifying the primary point of contact for the Tribe throughout the project and relevant experience for this individual. List all subcontractors that will play a key role in the project and describe their relevant experience.

#### ***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.

#### ***Proposal and Professionalism (10 points)***

Provide a comprehensive and professional proposal with all key elements as stated herein.

#### ***Value Proposal (50 points)***

The Tribe will award these points based on vendor's quoted price.

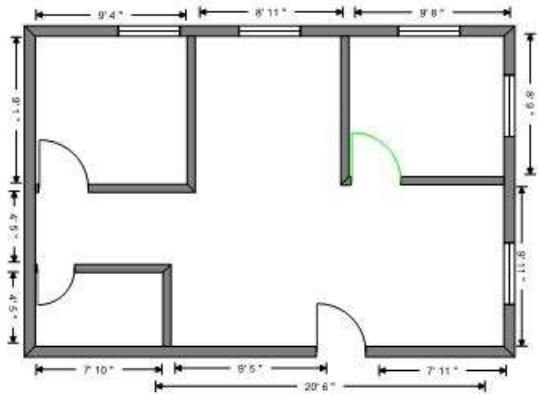
#### ***AN/AI member (5 points) and/or Tribe Member's preference (10 points)***


Provide proof of AN/AI membership or Tribal membership for the Vendor's owner to receive one or both of these points. Proof must be submitted with the proposal in order to be considered.


The Tribe reserves the right to waive informalities and minor inaccuracies. The Tribe reserves the right to reject any and/or all proposals which it deems to be not in the best interests of the Tribe and to proceed with the next proposer or to utilize an entirely different process at any time during the process.




# **ATTACHMENT A**



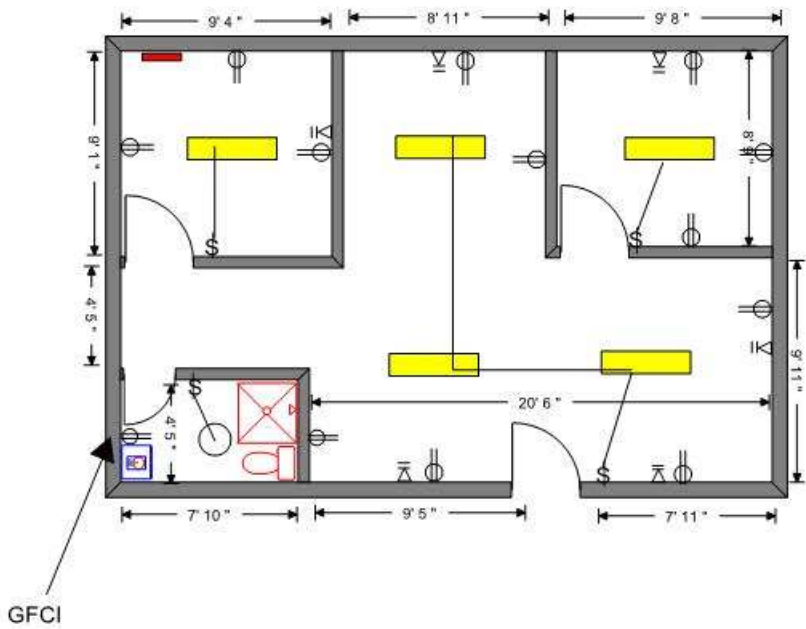
 = Window : Double Pane, Vinyl, Gliding, 3' 10" W & 3' 10" H





 = Reuse Door, Replace Handle w/Schlage Accent Satin Nickel Keyed Entry Lever

 = 3' 0" Door to match Existing

# **ATTACHMENT B**

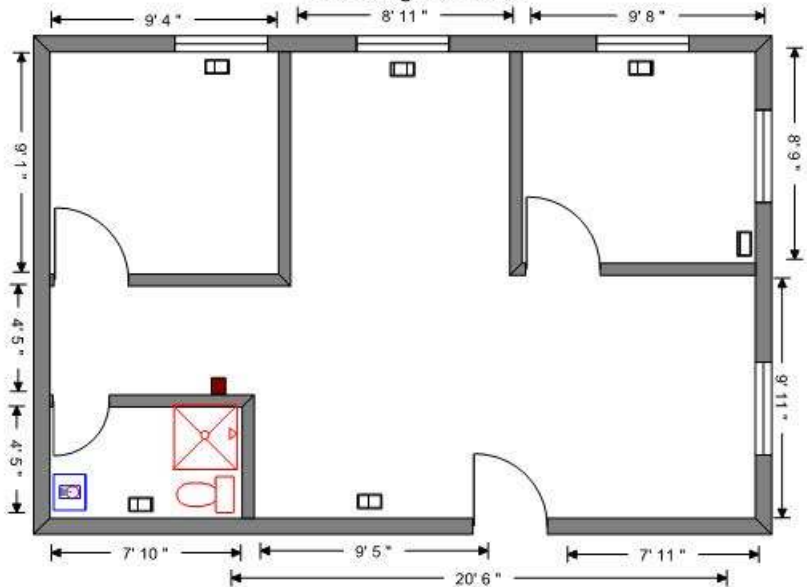
### Electrical/Data Plan



- = 4' LED Light Reuse if possible
-  = Cat6, Power Over Ethernet, 2 Jacks, White Faceplate
-  = Duplex Receptacles, White Faceplate
-  = Light Switch, White Faceplate
- = Breaker Box
-  = Existing Light/Fan

# **ATTACHMENT C**

### Plumbing/Vent Plan



■ = thermostat

□ = Existing Floor Vent



= 32" x 32" x 72 3/4" Gelcoat Remodeline  
Sectional 2-Piece Shower Stall in White  
Aquatic

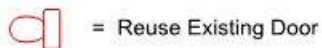
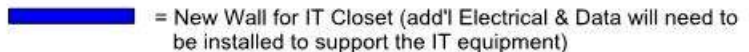
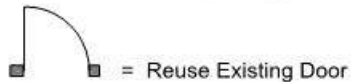
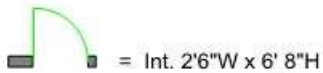
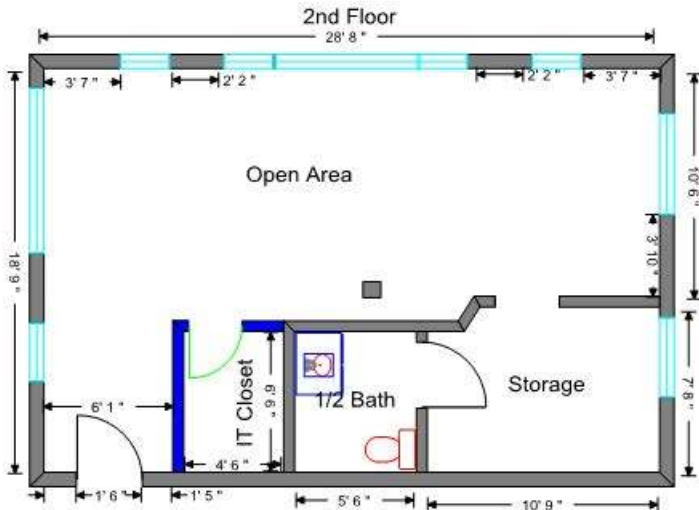


= Existing Toilet



= Existing Vanity & Sink (must be replumbed)

# **ATTACHMENT D**





# **ATTACHMENT E**

**WINCE – CORTHELL – BRYSON**  
**Consulting Engineers**  
**Box 1041 Kenai, Alaska 99611**  
Phone 907-283-4672 Fax 907-283-4676  
E-Mail: mblanning@wcbalaska.com

Kenaitze Indian Tribe  
PO Box 988  
Kenai, Alaska 99611

December 19, 2016  
16-032

Attention: Royal Brown

Subject: Structure located at 509 Overland Avenue  
Addition separating from Building

Royal,

As requested, on December 14, 2016 I met you on site at 509 Overland Avenue in Kenai to conduct a structural inspection of an existing building. The primary purpose of the inspection was to determine the cause of movement of an addition and its partial separation from the rest of the building.

The main portion of the building is a two story wood framed structure approximately 20' x 30' that has a crawl space foundation. See photograph #1. The exterior foundation is a concrete masonry unit (cmu) stem wall that extends approximately 24" above grade. The depth of the foundation is unknown. On the northeast side of the main structure is a 5' x 28' wood framed addition that contains a stairway to the second story and mechanical equipment. The majority of framing that could be observed in both the main portion of the building and the addition is rough cut lumber.

During the inspection, the following was noted:

1. There is not a continuous footing under the exterior walls of the addition and in some areas the floor is bare earth. In one location, a concrete pier is supporting the wall, however, in other areas along the exterior wall, the bottom wall framing is in contact with the ground. See photographs #2 and #3.
2. The addition appears to be pulling away from the main portion of the building where it connects at the front (northwest side) of the building. A gap approximately 1/2" wide exists. See photographs #4 and #5.

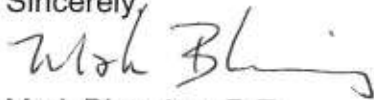
3. Mechanical equipment located within the addition sit on concrete pads. The pads are not level and the equipment is leaning towards the main portion of the structure. See photograph #6.

It is my opinion that the cause of the separation between the addition and the main building and the movement of the mechanical equipment is due to the lack of a continuous foundation under the exterior walls of the addition. Frost is allowed to penetrate under the exterior wall and in turn, causes the ground to heave and push up on the exterior wall. The ground heaving also causes the outer edge of the concrete pads to rise which is why the mechanical equipment leans toward the main building.

If repairs are to be made to the building, I would recommend constructing a continuous concrete footing under the exterior walls of the addition. The footing should extend a minimum of 24" below grade and should be insulated. In addition, a concrete slab-on-grade should be constructed for the floor of the addition.

If you have any questions concerning this report, please do not hesitate to contact me.

Sincerely,



Mark Blanning, P.E.  
Winco-Corthell-Bryson

Encl.: Photographs #1-6





Photograph #1: Front (northwest side) of the building at 509 Overland Avenue.



Photograph #2: Bottom of exterior wall of addition. Note lack of a continuous footing under the wall.



Photograph #3: Bottom of exterior wall of addition. Note lack of continuous footing under the wall.



Photograph #4: Front (northwest) wall of addition.

Philip W. Bryson PE  
Mark E. Blanning PE

Alan N. Corthell PE  
E. Casey Madden PE



Photograph #5: Approximate 1/2" wide gap between addition (left) and main portion of the building (right) on front wall.





Photograph #6: Mechanical equipment on concrete pads in the addition.