

NATIVE VILLAGE OF EYAK

REQUEST FOR PROPOSALS
FOR
DESIGN
SERVICES
FOR
MECHANICAL SYSTEMS REPAIR FOR
NATIVE VILLAGE OF EYAK
ADMINISTRATION BUILDING



PREPARED BY

Sonosky, Chambers, Sachse, Endreson & Perry, LLP
1425 K Street, NW, Suite 600
Washington, D.C. 20005

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INSTRUCTIONS TO RESPONDENTS

I. Solicitation

The Native Village of Eyak (“NVE”) is soliciting proposals and rate information from a professional firm with engineering/design experience to prepare designs, cost estimates, and specifications for repairs and equipment upgrades to mechanical systems (HVAC and plumbing) for the NVE Administrative Building (“Project”) in Cordova, Alaska.

II. Submittals

To be considered, respondents must deliver submittals to the address below, on or before the deadline, and in the number of copies indicated below.

To be considered, respondents must deliver submittals to the address below, on or before the deadline, and in the number of copies indicated below.

Deadline: Proposals will be accepted until: 5:00 p.m. AST on November, 9, 2016.

Address Responses To:

Bertrand Adams
Tribal Public Works Manager
Native Village of Eyak
P.O. Box 1388
Cordova AK 99574

Mark Submittals as Follows: Design Proposal – NVE Administration Building Mechanical systems.

Required Number of Copies: 3

III. Background and Project Summary

The Native Village of Eyak, a federally-recognized Indian Tribe, utilizes the NVE Administration Building in Cordova, Alaska (“Building”) for government operations. NVE is seeking proposals to design needed upgrades to the Building, including mechanical specifications and designs to upgrade the Building’s HVAC and plumbing systems.

The Project is funded by the NVE’s agreement with ANTHC for so-called “MIRAC” funding (“MIRAC Funding Agreement”). NVE will oversee the Project and administer Project funding, and respondents must indicate their willingness to comply with all terms and conditions of the MIRAC Funding Agreement. This Project shall be performed in accordance with: (a) all applicable federal and state laws, regulations, executive orders; (b) the terms of the MIRAC Funding Agreement; and (c) all applicable tribal laws and regulations, including NVE’s Native

Preference Policy and any Tribal procurement laws and regulations.

IV. Qualifications

Respondents must fill out, to the greatest extent feasible, the Qualifications Statement, which is based on the American Institute of Architects (AIA) document B305-1993. Contact NVE for this document under Section XII of this RFP. The Qualifications Statement asks for basic information about respondents' business, principals, and prior experience.

V. Rates and Not-to-Exceed Amount

As an attachment to their proposal, respondents must provide a Rate Sheet for all applicable services, as well as a proposed not-to-exceed amount for the proposer's work. Contract payment is anticipated to be based on the selected firm's standard hourly design rates, with a not-to-exceed amount.

VI. Schedule

Interested respondents are requested to give careful consideration to their workload and capability of meeting project schedules. It is anticipated that selection of a design-engineer will be complete and all final contracts signed by November 11, 2016. Upon final negotiation of the scope and time schedule for the Project, the selected design builder should be prepared to commence its design work immediately after execution of the contract documents. The final work under the agreement should be completed by November 28, 2016.

VII. Type of Agreement

Once a firm is selected by NVE, it is expected that the selected design engineer will review and sign NVE's enclosed form of agreement, which is a modified AIA document B105-2007 form of Engineer-Owner agreement that NVE expects the selected engineer firm to enter with NVE, and that interested respondents may request.

VIII. Scope of Services

The Scope of Work is described in Section 1.1 of the enclosed B105-2007 agreement, as well as in the attached "Project Summary Document" dated January 8, 2016 (pp. 1-4). The Scope of Work includes design, specification, and cost estimate documents sufficient for NVE to solicit construction services to repair the mechanical systems (HVAC, plumbing) at the NVE Administration Building. It is expected that the selected firm will assist NVE staff and attorneys in generating contract documents for the construction phase.

IX. Insurance, Certifications and Other Requirements

Insurance: Respondents must attach to their proposal proof of professional liability and errors and omissions (E&O) insurance, preferably in the form of certificate(s) of insurance.

Certifications: Respondents are advised that, prior to the execution of NVE's form of agreement, the selected respondent may be required to submit certain certifications, including but not limited to: (1) a Drug-Free Work Place Certification, and (2) any additional certifications required by law.

Native Preference: NVE seeks, to the greatest extent feasible, to provide a preference in the selection of a firm to qualified, responsible, and available respondents that meet federal requirements to qualify as an Indian Organization or an Indian-owned economic enterprise. Respondents DO NOT need to qualify as an Indian organization or Indian-owned economic enterprise in order to submit a proposal. In accordance with applicable law, NVE reserves the right to determine, in its sole discretion, whether application of the Indian preference is feasible or practicable.

X. Selection Process

Respondents will be reviewed by the NVE Selection Committee established for this Project. Proposals should be prepared in order to allow the NVE Selection Committee to review and evaluate the following factors:

- Demonstrated understanding of the Project and the Project requirements.
- Proposed rates, not-to-exceed amount, and timeline for the completion of the design phase of the Project.
- Demonstrated ability of the respondent firm to manage and successfully complete projects of comparable design, size, scope, and complexity.
- Names and experience of Project team members and principals.
- The experience of the respondent firm in providing design or engineering services for similar projects, with a particular emphasis on experience working with federally-recognized Indian tribes, Alaska Native corporations, tribal consortia, and/or other Alaska located projects.
- Native Preference (as described above).
- Any other information that you believe would make the respondent firm's work on the Project superior to that of other firms.

These criteria indicate the general qualities and experience NVE is looking for from a design/engineering firm and are not intended to constrain NVE's Selection Committee's discretion to select the firm that NVE determines will provide the best overall value to NVE on the Project. NVE reserves the right - in its sole discretion - to select a firm that NVE considers to be the best qualified to perform the Project. NVE also reserves the right - in its sole discretion - to cancel this RFP at anytime and select none of the respondents.

XI. Proposal Content and Format

Submittals should include all of the following and adhere to the specified criteria.

- Cover Letter (1 page maximum)
- B305-1993 Qualifications Statement (and any attachments as relevant)
- Rate Sheet and proposed not-to-exceed amount (plus any attachments as relevant)
- Proposed timeline for completion of work (1 page maximum)
- Certificate(s) of Insurance
- Any narrative statement (2 pages maximum)
- Any relevant resumes (2 pages maximum each)

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

XII. Additional Information

For additional information regarding the Project, please contact:

Bertrand Adams
Tribal Public Works Manager
Native Village of Eyak
P.O. Box 1388
Cordova AK 99574
Office Phone: 907-424-2290
Email: Bertrand.Adams@eyak-nsn.gov

XIII. Other

The issuance of this request for proposals, the submission of a response by any firm, and the acceptance of such response do not obligate NVE in any manner. NVE is not liable for any costs incurred by respondents prior to the issuance and execution of a contract to the firm selected as a result of the selection process. All proposal preparation and other costs in responding to this request for proposals shall be the sole responsibility of the respondents.

NVE reserves the right to waive any formalities in the selection process, and to make a selection as deemed in its own best interest. This includes the right to reject any or all proposals and the right to proceed utilizing a different process. NVE may require, seek and utilize all information it deems appropriate in order to assess the qualifications of individual respondents. Unless otherwise clearly specified by respondents, information in proposals submitted in response to this request for proposals shall be considered public information and may, at NVE's discretion, be released to the public at the conclusion of the evaluation, selection and contract award process, with the exception of the rate information submitted in response to the pricing criteria. Any other information related to pricing or capacity that responders consider confidential and/or proprietary and wish to remain unavailable for public disclosure must be clearly identified.