

**Legal Advertisement**

**REQUEST FOR PROPOSALS**  
**Architectural & Engineering Services**

Sitka Tribe of Alaska (STA) will accept electronic proposals from qualified individuals and firms for Architectural and Engineering (A/E) services for remodeling or rebuilding of an existing office building to serve as a Tribal Education Center. Proposals will be accepted until 3:00 p.m. local time on Thursday, May 30, 2023 by email to [nadia.riley@sitkatriben-sn.gov](mailto:nadia.riley@sitkatriben-sn.gov).

The scope of work consists of a physical condition and functional facility assessment for remodeling a two-story office building located at 456 Katlian Street in Sitka, Alaska for use as a Tribal Education Center. STA may, in its discretion, ask the vendor to proceed with conceptual design alternatives, cost estimates, phasing recommendations, preparation of bid-ready plans and specifications and other contract services, or estimates for demolition, design of a new facility, and associated architecture and engineering services.

Complete proposal packages, including selection criteria, are available from Nadia Riley, [nadia.riley@sitkatriben-sn.gov](mailto:nadia.riley@sitkatriben-sn.gov).

STA reserves the right to reject any or all proposals for this work and to waive any informalities in the procurement process that are in the best interest of STA. This contract will be funded using assistance provided to STA by the US Department of Treasury under the Coronavirus Capital Project Fund (CPF) program established by section 604 of the Social Security Act (the CPF Statute), as added by section 9901 of the American Rescue Plan Act of 2021.



## REQUEST FOR PROPOSALS (RFP 2023-02)

### Sitka Tribe of Alaska

#### Architectural/Engineering Services for Sitka Tribal Education Center

**Proposal Deadline: May 30, 2023, no later than 3:00PM local time**

#### Overview

Sitka Tribe of Alaska (STA), a federally recognized Tribal government, is seeking proposals from qualified vendors to perform a physical condition and functional facility assessment for remodeling a two-story building located at 456 Katlian Street in Sitka, Alaska for use as a Tribal Education Center. STA may, in its discretion, ask the vendor to proceed with conceptual design alternatives, cost estimates, phasing recommendations, preparation of bid-ready plans and specifications and other contract services, or estimates for demolition, design of a new facility, and associated architecture and engineering services.

456 Katlian Street, built in/around 1983, was most recently used as Tribal headquarters and is currently configured as office space. Previous use included a large hall with a commercial kitchen upstairs and offices downstairs. The building is approximately 5900 square feet and is wood-frame construction on concrete slab on grade.

STA envisions reconfiguring the building for use as a Tribal Education Center, to house cultural education programming for youth, families, and community members. The selected vendor will work with STA's Cultural Resources, Education, and Employment Department and Administrative staff to identify and prioritize the functional needs for the building to support CREED programming.

STA is seeking proposals from vendors that can perform the scope of work outlined below. **Experience designing multi-use educational facilities and incorporating stakeholder feedback is preferred.** Contractors shall comply with all applicable federal, state, and local laws, ordinances and regulations, and licensing requirements.

Vendors submitting proposals should review the procurement requirements listed. The selected vendor will be required to:

- Execute a Master Services Agreement with STA for the scope of work outlined in this RFP;
- Complete applicable forms and background checks;
- Provide proof of required licenses and commercial insurance;
- Provide tax ID number;
- Register with SAM.gov and provide their Unique Entity ID (UEI).

Vendors interested in submitting proposals are encouraged to register by contacting **nadia.riley@sitkatriben-sns.gov** by email.

Any questions about this RFP and the expectations for the scope of work submitted to STA by 5:00pm local time on May 15 will be addressed in writing. Questions must be emailed to [nadia.riley@sitkatriben-sns.gov](mailto:nadia.riley@sitkatriben-sns.gov) with the subject line: RFP 2023 - 02 Questions. Answers to questions will be provided to all registered vendors.

Services to commence by July 1, 2023.

### **Proposal Requirements:**

Proposals shall include the following required elements; vendors are advised to complete the checklist on page 9 of this RFP. Failure to include required items may result in proposals being considered non-responsive and not considered. Vendors shall respond with sufficient detail to facilitate the evaluation of all factors listed in evaluation criteria.

1. **Vendor information:** Business name and DBA (if applicable), number of years in business, physical address, email address, phone number and website.
2. **Current contracts:** List of vendor's current contracts and those completed within the past three years for facility assessment and design services, including client names, addresses, phone numbers and email addresses for a contact person.
3. **Subcontractor information:** Business name and DBA (if applicable), number of years in business, physical address, email address, phone number and website.
4. **Project personnel:** Name, title and qualifications of key personnel assigned to project, including the designated project manager.
5. **Project plan:** Narrative describing approach to project, proposed workflow and timeline.
6. **References:** Contact information for at least three professional references that can speak to vendor's ability to complete scope of work, including name, business name, address, phone number and email address.
7. **Demographic Information Form** to allow STA to determine eligibility for Indian and MBE/WBE preference.
8. **Examples of similar past work** provided to Tribal or non-Tribal educational institutions, and/or a reference from or contact information for a client who could comment on similar past work performed.
9. **Certification of eligibility to receive federal funds:** Statement attesting that the vendor and any subcontractors have not been disbarred, suspended, or otherwise determined to be ineligible to receive federal funds. STA is required to confirm that vendor and any subcontractors have not been disbarred, suspended or otherwise determined to be ineligible to receive federal funds on SAM.gov.
10. **Signature:** The signature of the vendor's authorized company representative who can certify compliance with all the proposal requirements.

## **Technical Considerations for the Scope of Work:**

The selected Vendor will provide architectural/engineering services to determine the feasibility of redesign and remodeling of 456 Katlian to serve as the STA Tribal Education Center. Programming to be provided in this space includes 1-2 after-school culture classes serving 5-30 students in grades 2-5 or 6-12 at a time, with instruction in the Lingit language and traditional song, dance, and arts; grades K-5 and 6-12 summer camps serving up to 30 students at time, focusing on harvesting and preserving traditional foods; intergenerational arts workshops including regalia-making, wood carving, weaving and other arts; and community dance group practice. Additional uses for the facility could include a preschool, student support services such as tutoring, scholarship administration, and workforce development, but cultural education is the priority.

Essential and desired elements of the redesign will be identified through the functional facility assessment process led by the Vendor. Likely essential elements of the facility include classroom space flexibly configured for ages 6-adult, supply storage, a dedicated wood carving area, all-ages restrooms (including at least one non-gendered restroom), commercially certifiable food preparation/preservation facilities and parking improvements. Facility must be accessible to elders and those experiencing mobility challenges. Desired elements may include a designated outdoor spot for a smokehouse, an outdoor play area, a preschool classroom with hand washing stations, and offices.

### **Task 1: Facility Condition Assessment**

- ***Task 1A: Physical Condition Assessment***

Assessment of the existing building systems and components, including civil/landscape, architectural, structural, building envelope, mechanical, plumbing and electrical systems. The physical condition assessment focuses on the building systems and subsystems and shall include all UNIFORMAT II Level 1 Major Group Elements A-F:

- Substructure
- Shell
- Interiors
- Services
- Equipment & Furnishings
- Special Construction
- Demolition

- ***Task 1B: Functional Assessment***

Assessment of the adequacy of the current site and facility for the intended purposes. The functional assessment is directed toward the perspective of the user, and shall include:

- functional adequacy for intended purposes
- accessibility
- room finishes

- acoustics and sound control
  - climate control
  - lighting
  - electrical capacity
  - information technology
  - instructional support
  - furniture and fixtures
  - storage space
  - additional characteristics unique to the proposed programming as identified by STA in consultation with vendor
- **Task 1C**  
Written report summarizing findings in detail, including a recommendation on whether to proceed to phase 2, and whether to remodel or rebuild, based suitability of the existing structure for the proposed use and the feasibility of improvements.

**Task 2: Capital improvement recommendations, conceptual designs and cost estimates identifying physical and functional improvements needed to best meet the identified needs of a Tribal Education Center.**

Following review of the written report identified as Task 1C, STA may, at its own discretion, request that the vendor prepare conceptual designs and cost estimates with three alternatives identified as Tasks 2A – 2C. For the purposes of scheduling, vendors should assume that STA shall decide whether to proceed with Task 2 within 30 days of completion of Task 1C.

- **Task 2A: Required Improvements**  
Improvements required by building code, ADA, and any other federal, state or local requirements that pertain to use of the building and site for educational purposes for students in grades pre-K - 12.
- **Task 2B: Functional Improvements**  
Everything in Alternative 1, plus improvements needed to meet the core functionality needs identified during the functional assessment.
- **Task 2C: Optimal Improvements**  
Everything in Alternative 2, plus improvements needed to support the optional functionality needs identified during the functional assessment.

**Task 3: Demolition Estimate and Conceptual Design for New Facility**

Following review of the written report identified as Task 1C OR cost estimates prepared in task 2, STA may, at its own discretion, request that the vendor prepare a cost estimate for demolition, and conceptual design of a new facility on the site of 456 Katlian Street. For the purposes of scheduling, vendors should assume that STA shall decide whether to proceed with

Task 4 within 60 days of completion of Task 1C or Task 2.

**Task 4: Contract Services**

Following review of the alternatives prepared in Task 2 or estimate and design provided in Task 3, STA may, at its own discretion, request that the vendor provide additional contract services identified as Tasks 4A – 4D. For the purposes of scheduling, vendors should assume that STA shall decide whether to proceed with Task 3 within 60 days of completion of Task 2 or Task 3.

- Task 4A: Preparation of bid-ready plans and specifications for STA’s preferred alternative
- Task 4B: Preparation of Request for Bids and all pertinent construction contract documents, including but not limited to general conditions, special conditions, a project schedule and construction cost estimates
- Task 4C: Assist in evaluation of bids and selection of a general contractor
- Task 4D: Construction oversight

**Performance Progress Meetings:**

The Vendor shall meet with the STA project manager on site during the first month of the contract. The functional assessment shall include at least two meetings with CREED and other key STA staff to articulate the vision for the building and how it contributes to the success of the education programming to be provided, and to prioritize essential and optional elements of the design. At least one of these meetings shall be held in person.

Thereafter during the design phase of the project, progress meetings with the project manager shall be held at least bi-weekly; these meetings may be held virtually. A mutual effort will be made to resolve all problems identified. Written notes of these meetings will be prepared by the STA project manager and a copy shall be provided to the vendor. Should the vendor not concur with the minutes, they shall identify any areas of disagreement to the STA project manager within five days. The vendor shall present findings and recommendations at the end of Task 1 in a meeting with STA staff; this meeting may be held virtually.

These terms and other more specific term for contract performance will be included in the Master Services Agreement to be executed by the Parties.

**Procedure for Payment:**

Once a Master Services Agreement is executed and work commences, the vendor shall submit final itemized invoices for services performed on a monthly basis to the Tribe by postal mail to Accounts Payable, Sitka Tribe of Alaska, 204 Siginaka Way Suite 300, Sitka AK 99835 with a copy by email to [ap@sitkatriben-sn.gov](mailto:ap@sitkatriben-sn.gov). Payment will be based on invoices submitted by the vendor for satisfactorily completed work. Invoices will be processed for payment upon verification of work performed and receipt of required vendor submittal as identified below.

**Proposal Submittal:**

Proposal responses shall be submitted electronically in .pdf format. All proposals submitted shall remain valid for a minimum of 60 days from receipt by STA.

Proposals will be accepted by email to [nadia.riley@sitkatriben-sns.gov](mailto:nadia.riley@sitkatriben-sns.gov), with the subject line RFP 2023-02 until **3:00 PM, May 30, 2023**. Proposals received by the deadline will be acknowledged by email. Incomplete proposals will be deemed unresponsive and will not be considered.

**Proposal Evaluation:**

Proposals will be evaluated according to the following criteria:

1	Experience designing multi-use community educational facilities	10
2	Experience conducting functional facility assessments	10
3	Experience designing Tribal facilities and cultural competency with indigenous people	10
4	Qualifications of the firm and staff available to work on this project, including any consultants. Proposal shall include list of principals, project manager, staff, and consultants on the team for this project and their experience and qualifications	10
5	Adopted practices of the firm, including nationally recognized standards, quality assurance, ethical standards, reporting formats, and firm’s use of technology.	10
6	Firm and principals’ knowledge of best construction practices and technology and current construction costs for Southeast Alaska and familiarity with applicable building codes, ordinances, and permitting process for Sitka	10
7	Firm’s capacity to provide required services in a timely and efficient manner	10
8	References from previous clients, with consideration given to timeliness, quality of preliminary, intermediate, and finished products, cooperative/negotiation abilities, and project coordination for work of a similar nature.	10
9	Quality and professionalism of the proposal and supporting documents and its responsiveness to RFP	10
10	Ownership of vendor’s firm by an enrolled citizen of a federally recognized Indian tribe and participation of Native personnel on the project.	5
11	Participation of Minority or Woman-Owned Business (Businesses owned by enrolled Tribal Citizens may receive points in this category in addition to previous criteria)	5

After the initial evaluation of the proposals, STA may hold interviews with the top ranked vendors. Vendors selected for an interview will be contacted by June 2, 2023. Each interview will be no more than 45 minutes, with the vendor’s presentation limited to not more than 20 minutes. Any area of specific concern will be identified before the interview. The Sitka Tribe Alaska reserves the right to select a vendor based solely on proposals submitted without conducting interviews. If interviews are required, they will be held by June 7, 2023.

The contracting officer or her designee will conduct negotiations with the highest-ranked

vendor based on the evaluation criteria and results of interview, if any, and recommend that Tribal Council award a contract based on the negotiation of fair and reasonable compensation in accordance with STA's procurement policy. If negotiations with the highest-ranked vendor are not successful, STA will conduct negotiations with the second-ranked vendor, and so on, until a contract is awarded, or the solicitation is cancelled.

Sitka Tribe of Alaska reserves the right to reject all proposals and waive any and all informalities and the right to disregard all nonconforming or conditional proposals or counter proposals. STA reserves the right to reject any proposal if investigation of such proposer fails to satisfy STA that such proposer is properly qualified to carry out the obligations and to complete the work contemplated by the contract documents. All proposals will be rejected if there is reason to believe that collusion exists among the proposers. The signature on the face of the proposal certifies that the proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person also submitting a proposal for the same services and is in all respects fair and without collusion or fraud. Proposer's signatory agrees to abide by all conditions of this proposal and certifies that he/she is authorized to sign the proposal for the proposer.

Any disputes arising from this solicitation shall be adjudicated in Sitka Tribal Court.

**Project Schedule:**

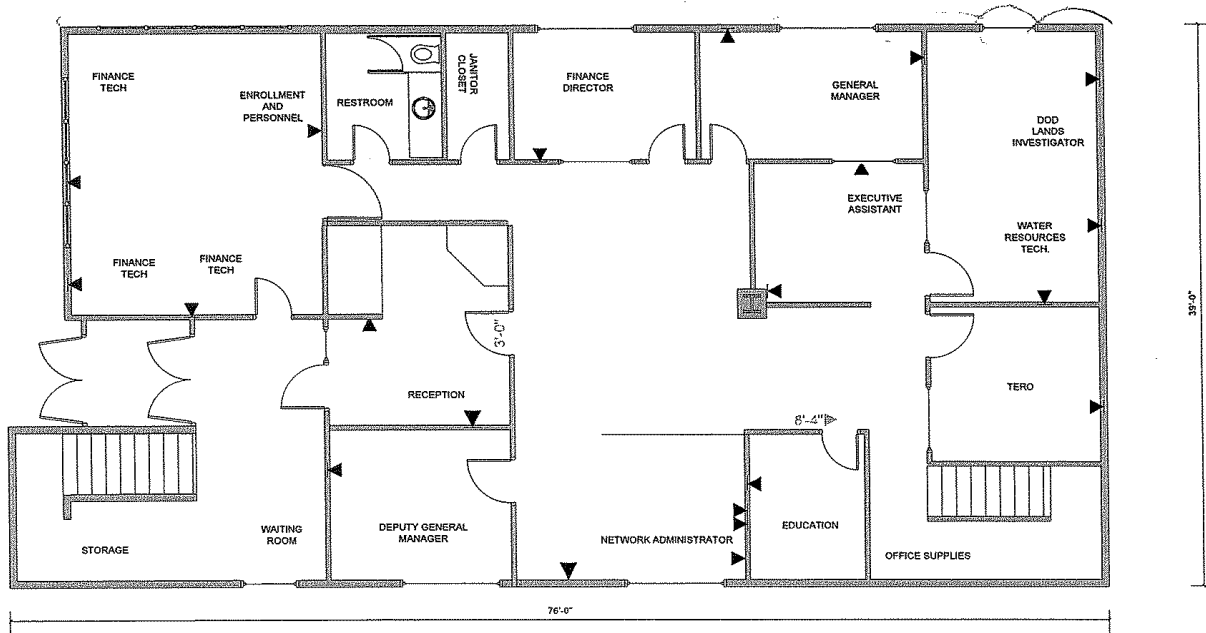
RFP advertised	March 30, 2023
Facility tour (in person and by video)	April 30, 2023, 9:00am
Questions due	May 15, 2023, 3:00pm
Answers to questions sent to registered vendors	May 22, 2023
Proposals due	May 30, 2023, 3:00pm
Interviews with bidders (at STA's option)	June 7, 2023
Negotiation with Vendor(s)	June 8 – June 16, 2023
Contract Award	June 21, 2023
Contract signed	June 30, 2023
Notice to proceed	July 1, 2023



## Checklist

- Vendor information:** Business name and DBA (if applicable), number of years in business, physical address, email address, phone number and website.
- Current contracts:** List of vendor's current contracts and those completed within the past three years for branding, graphic and web design services, including client names, addresses, phone numbers and email addresses for a contact person.
- Subcontractor information:** Business name and DBA (if applicable), number of years in business, physical address, email address, phone number and website.
- Project personnel:** Name, title and qualifications of key personnel assigned to project, including the designated project manager.
- Project plan:** Narrative describing creative approach to project, proposed workflow and timeline.
- References:** Contact information for at least three professional references, including name, business name, address, phone number and email address.
- Demographic Information Form**
- Certification of eligibility to receive federal funds:** Statement attesting that the vendor and any subcontractors have not been disbarred, suspended, or otherwise determined to be ineligible to receive federal funds.
- Signature:** The signature of the vendor's authorized company representative

SITKA TRIBE OF ALASKA  
 MAIN BUILDING  
 FLOOR 1



SITKA TRIBE OF ALASKA  
 MAIN BUILDING  
 FLOOR 2

