REQUEST FOR PROPOSALS

RFP 2023 - 06

Sitka Tribe of Alaska

Feasibility Study for Tribal Resource Protection Facility

Deadline to submit proposals: Friday, September 1, 2023, no later than 12:00pm local time.

Overview

Sitka Tribe of Alaska is seeking an architecture & engineering firm to conduct a feasibility study for demolition of its existing resource protection building and construction of a new facility to serve the same purposes on the same site. Proposals may be submitted by email to Nadia Riley no later than 12pm on September 1, 2023. Work to commence by October 2, 2023.

Healing House, located at 429 Katlian Street, is a single story commercial structure with an addition constructed in 1984. The original structure is a 1,300 square feet wood frame building,
slab on grade. The 1984 addition is 1,992 square foot wood frame structure. Part of the facility is built on pilings over tidelands in Sitka Sound, within the harbor inside a breakwater. The facility was converted from a warehouse to its current use in 2005. The lot occupied by the building is 15,608 sq. ft. A sketch, as-built, floor plans, and document describing existing space usage are attached.

Healing House supports all the Tribe’s resource protection programs. Current uses include:

- Environmental laboratories
  - Analytical lab - the Tribe currently owns and operates three high performance liquid chromatographs that are used for research grade accuracy in testing shellfish for biotoxins.
  - Chemistry lab – houses scintillator counter, -80 freezer, centrifuge, water treatment system (DI), hood ventilation system, other bench-top instruments used for toxin analysis preparation and extraction.
  - Ocean acidification lab – utilizes water intake that is pumped from the marina into the building. The Burk-o-later is a high-level chemistry instrument that measures ocean chemistry on a flow through state. Wastewater is then discharged from the building.
  - Wet lab – includes tables and bench space, sinks, and emersions blenders used to prep shellfish samples for analysis.
  - Microscopy lab – clean space with multiple tables that support digital microscopes that are used to identify plankton species

- Total of 9 offices support 11 full time staff and space for additional interns and seasonal employees.

- Food processing and storage facilities – In a typical year, the Tribe harvests and processes significant quantities of traditional foods, including thousands of pounds of fish, fish eggs, deer, seaweed and plants. Most is processed and distributed within 24 hours. A portion is currently stored in 4 large freezers and distributed throughout the year. Processing takes place on the side of the current building.

- Storage – additional storage space is used for all field gear, rain gear, sampling equipment, safety equipment, vessel equipment.

Healing House is in poor condition, endangering equipment and limiting programming. It is too
small and ill-suited for current and desired programming. The Tribe wishes to demolish the building and construct a new two-story building on the site to accommodate current and future resource protection programs. It is seeking an architecture and engineering consultant to explore the feasibility of demolition and reconstruction.

Vendors interested in bidding are encouraged to register by emailing STA Controller Nadia Riley, nadia.riley@sitkatribe-nsn.gov. Questions about this RFP and expectations for the scope of work will be addressed in writing to all registered bidders until August 21, 2023. Questions must be emailed to STA Controller Nadia Riley, nadia.riley@sitkatribe-nsn.gov, with the subject line RFP 2023-06. STA will not accept questions by phone or text and will not respond to questions directed to any party other than the Controller.

Services to commence by October 2, 2023, with all work completed by April 30, 2024.

**Proposal Requirements**

Consultants interested in being considered for the project should submit the following:

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, including project title or subject, 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 for any proposed subcontractor(s).
4. **Project personnel:** Name, title and qualifications of key project personnel assigned to the project, including the designated project manager.
5. **Project plan:** Narrative describing vendor’s approach to the project, including proposed workflow and timeline, research plan, proposed plan for interaction with STA staff, and presence on the ground in Sitka.
6. **Examples of relevant work**
7. References: Contact information for at least three professional references that can speak to vendor’s ability to complete the scope of work successfully, including name, business name, address, phone number and email address.

8. Documentation to support eligibility for Native preference, if relevant. For individuals, partnerships, and for-profit corporations, submit Tribal ID or CIB for majority owner. For Tribally-controlled entities, submit articles of incorporation or bylaws documenting ownership or control by a Tribal entity, or requirement for board majority of Alaska Native and American Indian people.

9. Fee proposal using the bid form provided, including a summary of all costs to deliver the scope of services for the project, including but not limited to consultant fees, travel costs and incidental expenses.

10. Certification of eligibility to receive federal funds: Statement attesting that the vendor and any subcontractors, if relevant, 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.

11. Signature: the signature of the vendor’s authorized representative who can certify compliance with all proposal requirements.

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).

Any questions about this RFP and the expectations for the scope of work submitted to STA by 4:00pm local time on August 21 will be addressed in writing to all registered vendors. Questions
must be emailed to nadia.riley@sitkatribe-nsn.gov with the subject line RFP 2023-06 Questions.

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.

**Scope of Work**

The scope of work for the business plan includes the following elements:

- Narrative report including a preliminary determination of whether and how the desired uses can be accommodated on the site
- Conceptual design for a new facility
- Cost estimate for predevelopment phase, including all anticipated needs for planning, permitting, design and engineering for the new facility, demolition and disposal of the existing building, and temporary relocation of functions to allow for demolition and construction
- Preliminary cost estimate for a new facility

**Proposal Submittal**

Proposals shall be submitted electronically by email to STA Controller Nadia Riley, nadia.riley@sitkatribe-nsn.gov, with the subject line RFP 2023-06. Proposals will be accepted
until 12:00 pm on September 1, 2023. Proposals received by the deadline will be acknowledged by email. Late proposals will not be accepted.

**Evaluation Criteria**

Proposals shall be evaluated by a committee using the following criteria:

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Max. Points</th>
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<tbody>
<tr>
<td>Qualifications of the team assigned to the project, including consultants, if any.</td>
<td>10</td>
</tr>
<tr>
<td>Vendor’s experience with similar projects. Previous experience in design and permitting of scientific research facilities is highly desirable.</td>
<td>10</td>
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<tr>
<td>Vendor’s understanding of STA’s needs based on its response to the RFP.</td>
<td>10</td>
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<tr>
<td>Overall quality of the vendor’s proposal and plan to complete the scope of work requested in the RFP. Engagement with STA staff and on-site presence are highly advantageous.</td>
<td>15</td>
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<tr>
<td>Vendor’s resources to perform scope of services, and ability to complete project in April 2024.</td>
<td>10</td>
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<tr>
<td>Client references</td>
<td>5</td>
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<tr>
<td>Tribal/Native preference, available to firms with majority ownership by a STA citizen or citizen of another Alaska Native or Indian Tribe, and Tribally-owned or controlled entities, such as an Alaska Native corporation or Native CDFI.</td>
<td>5</td>
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<tr>
<td>Price</td>
<td>35</td>
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The STA Controller or their designee will conduct contract negotiations with the vendor submitting the highest-scored proposal. If STA and the highest-ranked vendor cannot agree on contract terms, including fees, the Controller or their designee may negotiate with other vendors who submitted proposals, in order of their scores. STA reserves the right to negotiate the scope of work with the selected vendor based on available funds.

STA 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 the proposer fails to satisfy STA that it 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/they is authorized to sign the proposal for the proposer.
Proposal 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, 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, qualifications, and role of key personnel assigned to project, including the designated project manager.

☐ **Project plan**: Narrative describing vendor’s approach to the project in detail, including proposed workflow and timeline, research plan, proposed plan for interaction with STA staff, and presence on the ground in Sitka.

☐ **Sample of relevant work** (optional but recommended): Provide at least one sample of a business plan developed by vendor; either as a pdf or web link.

☐ **References**: Contact information for at least three professional references, including name, business name, address, phone number and email address.

☐ **Documentation of eligibility for Native preference, if applicable**. For individuals, partnerships, and for-profit corporations, submit Tribal ID or CIB for majority owner. For Tribally-controlled entities, submit articles of incorporation or bylaws documenting ownership or control by a Tribal entity, or requirement for board majority of Alaska Native and American Indian people.

☐ **Firms’ qualifications and experience performing similar engagement working with Tribal organizations**, include a list of current and/or former tribes for which the firm has provided similar services.

☐ **Fee proposal using the separate bid form provided. Do not include cost information in proposal narrative.**

☐ **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
Tentative Schedule for Selection Process

The following is a tentative schedule provided as a courtesy to potential vendors. The actual schedule may vary from the one provided above without notice to potential proposers. Any changes made to the proposal due date will be made in the form of an addendum provided to all registered vendors who have received RFP documents.

- RFP posted: August 2, 2023
- Deadline to submit questions: August 21, 2023
- Deadline to submit proposals: September 1, 2023, 12:00pm
- Tribal Council award: September 20, 2023
- Selected firm notified: September 21, 2023
- Contract finalized: September 28, 2023
- Project kickoff: Week of October 2, 2023
- Project completion: April 30, 2024
Sheet'ka Kwaan
Sitka Tribe of Alaska

RFP Number: 2023 - 06

Include all project costs required to perform scope of work in RFP. Form may be edited to provide detail. By signing below, vendor’s authorized representative agrees to furnish all necessary labor, materials, and equipment. Work shall be accomplished on a workman like manner to the satisfaction of STA.

<table>
<thead>
<tr>
<th>Task #</th>
<th>Description</th>
<th>Unit Price</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Narrative report including preliminary determination of whether and how the desired uses can be accommodated on the site</td>
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<tr>
<td>2</td>
<td>Conceptual design for a new facility</td>
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<td>3</td>
<td>Cost estimate for predevelopment phase</td>
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<tr>
<td>4</td>
<td>Preliminary cost estimate for new facility</td>
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<tr>
<td>5</td>
<td>Any non-personnel costs, including but not limited to travel</td>
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</tbody>
</table>

Total Price: $ -

Vendor
Address

Number:
Email:
Authorized Rep. Name:
Title:
Signature:
Date:

Bids must be accompanied by proposals and received by Sitka Tribe of Alaska by September 1, 2023, 12:00 PM Alaska time to be considered responsive. Late proposals and bids will not be accepted. STA reserves the right to negotiate the scope of work outlined in the RFP based on available funding.
I, NOEL F. STRAGIER, BEING A REGISTERED LAND SURVEYOR IN THE STATE OF ALASKA, HAVING INSPECTED PARCEL 1, LOT 33+34 SITKA INDIAN VILLAGE, HEREBY CERTIFY THAT THE IMPROVEMENTS LOCATED THEREON LIE WHOLLY WITHIN THE PROPERTY LINES AND THAT IMPROVEMENTS ON ADJACENT PROPERTIES DO NOT ENCROACH UPON THE SUBJECT PROPERTY.

PARCEL 1, LOT 33+34 SITKA INDIAN VILLAGE

PREPARED FOR: TOM PREUSS
SOUTHEAST WHOLESALE SERVICES
BOX 1190
SITKA, ALASKA 99835

PREPARED BY: STRAGIER ENGINEERING SERVICES

DATE: SEPT, 1984
BOX 4558 SITKA, AK 99835 (907) 747-5833
Sitka Tribe of Alaska  
Healing House  
429 Katlian Street

**Existing space Usage**

**Laboratory space**
Main Lab – 324 sq ft  
Ocean Acidification Lab – 145 sq ft  
Wet Lab – 130 sq ft  
High Performance Liquid Chromatography (HPLC) room – 86 sq ft  
Lab Storage (specific room that serves as partial storage for the lab) – 92 sq ft  
**Total Rough Estimate of Space Utilized by the Lab = 777 sq ft**

**Commons**
2 rooms used for:  
- Meetings  
- Storage (all projects and programs)  
- Staging for Klag Bay Salmon Research Field Operations  
- Traditional Foods Specialist Desk/office  
- Traditional Foods Processing  
**Approximate combined space – 563 sq ft**

**Kitchen**
Used for processing and storage of traditional foods and cooking for tribal events.  
100 sq ft

- **Traditional Foods Freezer and Storage**
2 small rooms = 150 sq ft

**Remaining Space**
Hallways, 10 offices, 1 closet, office supply storage, freezers, printers, etc. - **2777 sq ft**