



# Northwest Arctic Borough

---

## SERVING THE COMMUNITIES OF:

Ambler Buckland Candle Deering Kivalina Kiana  
Kobuk Kotzebue Noatak Noorvik Selawik Shungnak

## REQUEST FOR PROPOSALS

### RFP NO. FY21-04 Shungnak VPSO House Renovation

#### SECTION I – ANNOUNCEMENT

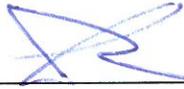
The Northwest Arctic Borough is requesting proposals for the award of a contract for construction renovations of the VPSO house in Shungnak. All building materials for the project will be provided and shipped to the site. This Request for Proposals (RFP) details the overall scope of services desired, specific qualifications, and desired skills. Responses to this RFP will be used to select and negotiate with a qualified contractor to provide the services described in this RFP. The Borough Assembly will approve the award of this contract based on the evaluation criteria identified in Section III of this RFP.

This RFP does not commit the Borough to enter into a contract, nor does it obligate the Borough to pay for any costs incurred in the preparation and submission of responses to this RFP. The Borough reserves the right at its sole discretion: to make selections, to reject any or all submissions, to issue subsequent RFPs, to remedy technical errors in the RFP process, take no action, and to enter into a contract for all or some of the services described in this RFP.

Proposals must be received by the Northwest Arctic Borough Clerk, P.O. Box 1110, Kotzebue, Alaska 99752 or at the Borough office located at 163 Lagoon Street, Kotzebue, Alaska 99752 by 9:00 a.m., local time on Friday, October 30, 2020. Proposals should be delivered to the Borough as described in “Proposal Submissions” in Section II of the RFP. Proposals will be opened publicly at 1:30 p.m. on Friday, October 30, 2020, or as soon thereafter as practicable. **Proposals received after the deadline will not be considered. FACSIMILE PROPOSALS WILL NOT BE ACCEPTED.**

RFP documents may be obtained from the office of the Northwest Arctic Borough Clerk by mail, email, at [www.nwabor.org](http://www.nwabor.org), or in person at the Borough offices in Kotzebue, Alaska or by calling (907) 442-2500, ext. 104. Questions about this RFP may be directed to Nate Kotch Jr., Director of Public Services, at [NKotch@nwabor.org](mailto:NKotch@nwabor.org) or (907) 412-1417.

**NORTHWEST ARCTIC BOROUGH**



\_\_\_\_\_  
Lucy S. Nelson, Mayor

*October 12, 2020*

\_\_\_\_\_  
Date

## SECTION II - INSTRUCTIONS TO PROPOSERS

### PROPOSAL PREPARATION

Proposal Format: Proposals must be typewritten or prepared in ink and must be attached to the form provided in Section IV of the RFP. Proposals must also include a completed “Local Bidder Certificate” found in Section V of the RFP. No oral, telephone, or facsimile proposals will be accepted. See Proposal Submission below.

Conformance to Proposal Requirements: Proposals must conform to the requirements of the RFP. All necessary attachments (residency statement, references, descriptive literature, etc.) must be submitted with the proposal. Cost proposals must be stated as indicated in the proposal. Failure to comply with all requirements of the RFP may result in proposal rejection.

Signature on Proposal: An authorized representative of the proposer must sign proposals in ink. Signature on a proposal certifies that the proposal is made without collusion with any person, firm, or corporation making a proposal for the same goods and/or services, and is in all respects fair and without collusion or fraud. Signature on a proposal also certifies that the proposer has read and fully understands all proposal specifications, terms, and conditions.

Proposal Modification: Modifications or deletions made before submitting a proposal must be initialed in ink by the person signing the proposal. Proposals, once submitted, may be modified in writing before the time and date set for proposal closing. Any modifications shall be prepared on the proposer’s letterhead, signed by an authorized representative, and state that the new document supersedes or modifies the prior proposal. Modifications must be submitted in a sealed envelope clearly marked “Proposal Modification” and identify the proposal number and closing date.

Proposal Withdrawals: Proposals may be withdrawn in writing on proposer’s letterhead signed by an authorized representative and received by the Borough Clerk prior to proposal closing time. Proposals may also be withdrawn in person before proposal closing time upon presentation of appropriate identification.

Proposal Submission: Proposals may be emailed, hand delivered, or mailed. All proposals must be received and time-stamped by the Borough Clerk prior to proposal closing time. No proposal received after proposal closing time will be considered. To ensure proper identification and handling, all proposals must be submitted in a sealed envelope, clearly labeled “Shungnak VPSO House

Renovation, Proposal RFP No. FY21-04.” The Borough Clerk shall not be responsible for the proper identification and handling of any proposal not submitted in an envelope bearing the required proposal label.

Mail to:  
Borough Clerk  
Northwest Arctic Borough  
P.O. Box 1110  
Kotzebue, AK 99752

Email to:  
Borough Clerk  
[HHildreth@nwabor.org](mailto:HHildreth@nwabor.org)

Proposal Opening: Proposals will be opened at 1:30 p.m. on Friday, October 30, 2020, in the Northwest Arctic Borough Assembly Chambers (unless otherwise specified), 163 Lagoon Street, Kotzebue, Alaska 99752. Proposers may be present; however, award decisions will not be made at the opening, and any proprietary information may be withheld from public inspection.

Evaluation Criteria: Proposals will be evaluated based on the evaluation criteria set forth in Section III of this RFP and on the recommendations received from the Evaluation Committee, consisting of the Borough Mayor, the Director of Public Services, and Deputy Director of Public Services.

Award: The contract will be awarded for construction renovation services based on the evaluation criteria and to the proposer who, in the discretion of the Borough, offers the best combination of price and performance, and meets all requirements of the specifications. At its discretion, the Borough may award contracts to more than one proposer. Upon successful completion of the contract, the Borough may consider awarding subsequent projects to the selected contractor.

Proposal Rejection: The Borough reserves the right to reject any or all proposals.

Local Bidder Preference: “Local Bidders” are entitled to a 5% price bid preference as described in the Northwest Arctic Borough Code (“NABC”) § 6.16.470, but a contract under this RFP will not be awarded on the basis of cost alone.

Payment: Monthly invoices shall be submitted along with activity reports for payment. Proposals that require payment in less than 30 days after receipt of invoice or performance of services, whichever is later, may be rejected.

Proposal Results: Only a proposer who receives an award will be notified of

proposal results; unsuccessful proposers will not be notified. Proposal files are public records and available for review at the Borough Clerk's Office between 9:00 a.m. – 11:00 a.m. and 2:00 p.m. – 4:00 p.m. Monday through Friday.

Equal Opportunity: Proposals will receive fair and equitable consideration without regard to race, color, religion, sex, age, national origin or handicap.

Contact: Direct questions regarding RFP requirements to: Nate Kotch Jr., Director of Public Services, in person or by mail at the Borough offices or by phone at (907) 412-1417, or [NKotch@nwabor.org](mailto:NKotch@nwabor.org).

## **SECTION III – EVALUATION CRITERIA**

The Borough's Evaluation Committee will evaluate the RFPs. The Committee will consider how well the proposal meets the Borough's requirements as described in the RFP. It is important that the responses be clear and complete to ensure that the Committee can adequately understand all aspects of the proposal.

### **Primary Evaluation Criteria**

1. Experience performing construction renovation services
2. Customer service and support (references, retention)
3. Adherence to requirements for RFP preparation
4. Cost proposal – not to exceed \$100,000. Proposals must be in a format sufficient for the Evaluation Committee to determine whether it meets the not-to-exceed amount.

### **Minimum Criteria (no points)**

1. 2 years in business
2. Current Alaska business license
3. At least 2 references from clients in Alaska
4. Contractor license; bonded and insured; liability insurance; and workers' compensation insurance as required by law
5. Use of Little Davis-Bacon Act rates for all laborers performing work pursuant to the contract award

### **Criteria to be Scored and Weight**

1. Contractor's experience performing similar work (50 points)
2. References (10 points)
3. Cost: Amount of proposed rate structure (40 points)

### **Award**

Proposals must demonstrate ability to provide services outlined in the "Scope of Services" and include all "Information Required" as described in Section VI of this RFP. If awarded, the contract will be awarded at the discretion of the Borough Assembly to the proposer who is judged to offer the best combination of price and performance, and to have met all specified qualifications. The Borough fully reserves the right to exercise subjective judgment in ranking proposals.



# Northwest Arctic Borough

---

SERVING THE COMMUNITIES OF:

Ambler Buckland Candle Deering Kivalina Kiana  
Kobuk Kotzebue Noatak Noorvik Selawik Shungnak

## SECTION IV - PROPOSAL SUBMISSION FORM

I, the undersigned, submit the following proposal for construction renovation and related services as further described in this Request for Proposals.

Proposer's Signature:

---

Proposer's Printed  
Name:

---

Company Name:

---

Address:

---

---

Phone:

---

Fax Number:

---

Email Address:

---

Business License  
Number:

---

Federal Tax ID Number  
(EIN):

---



# Northwest Arctic Borough

---

SERVING THE COMMUNITIES OF:

Ambler Buckland Candle Deering Kivalina Kiana  
Kobuk Kotzebue Noatak Noorvik Selawik Shungnak

## SECTION V – LOCAL BIDDER CERTIFICATE

“Local Bidder” Certification:

Yes, I certify that I am a “local bidder.” The Northwest Arctic Borough Code (“NABC”) § 6.16.470 describes the requirements to be considered a “local bidder.” Local bidders are eligible for a 5% preference in price consideration. Price consideration is not the sole criteria for awarding a contract under this RFP.

\_\_\_\_\_

No, I am not a “local bidder” as described in NABC § 6.16.470.

\_\_\_\_\_

## SECTION VI - DETAILED SPECIFICATIONS

At this time, the scope of services includes the following minimum specifications. The scope of services will be finalized once the contractor for the project is selected.

### 1.0 Scope of Services

The Northwest Arctic Borough is seeking a contractor to perform construction renovations of the VPSO house in Shungnak, including construction of a new arctic entry, front landing and stairs, new siding, new vinyl flooring, exterior door installation, window casing installation, paint, and electrical outlet replacements.

Because the project is for public construction expected to exceed \$25,000, all laborers performing work pursuant to the contract award must adhere to the Little Davis-Bacon Act and applicable wage rates.

Attachment A includes a list of all materials provided. Additional project plans and details can be obtained by contacting Nate Kotch Jr., Director of Public Services, in person or by mail at the Borough offices or by phone at (907) 412-1417, or by email [NKotch@nwabor.org](mailto:NKotch@nwabor.org).

This description is not exhaustive, and actual scope may differ in the ordinary course of business.

### 2.0 Agreement Period

Work will be performed pursuant to a standard form Borough services contract (sample available from Borough Clerk) and will commence upon execution of the contract and shall terminate after completion of the Project, unless terminated earlier pursuant to the contract's terms. Construction renovations must be completed by December 31, 2020.

### 3.0 Payment

Payment will be made upon monthly invoices itemizing services rendered and approved. The Borough will pay invoices submitted by the selected contractor on a monthly basis or as stipulated in the services agreement. Prior to payment, invoices will be reviewed to determine if billing is reflective of actual agreed-upon project services and performance. Upon acceptance of the billing by the Borough Finance Department, the payment will be processed and submitted to the contractor.

#### **4.0 Review and Selection Process**

4.1 The Northwest Arctic Borough Evaluation Committee consists of the Mayor, the Director of Public Services, and the Deputy Director of Public Services. The Borough reserves the right to modify the membership of the Evaluation Committee.

4.2 The Evaluation Committee will rank the proposals against the criteria in Section III of this RFP and submit its recommendation to the Assembly for approval and execution of a services agreement. The Assembly will make the final selection and award the contract in its sole discretion and judgment.

4.3 The Northwest Arctic Borough may reject any proposal not in compliance with all prescribed bidding procedures and requirements in this RFP, and may reject any or all proposals upon a finding that it is in the Borough's interest to do so. The Borough also reserves the right to waive any informality in any proposal and to delete matters from proposals if not prohibited by law.

#### **5.0 Information Required**

Proposers must submit one (1) clearly marked "Original" and three (3) copies of their proposal. The Borough reserves the right to solicit additional information from applicants if the Borough deems such information is necessary during the evaluation process.

Responses to this RFP shall include the following components:

5.1 Name or business name, mailing address, telephone number, and email address.

5.2 Number of years in business performing construction renovation services.

5.3 List of proposed personnel to be involved with this project, their education and/or experience related to the project, and the name of the individual who would be the Borough's primary contact.

5.4 Contractor availability, considering the current and planned workload in order to perform the required services.

5.5 Specialized experience performing similar work.

5.6 Past record of performance regarding similar work.

- 5.7 Methodology.
- 5.8 A minimum of two references. List contact name, address, phone number, fax number, and email address for each reference. *The Borough reserves the right to investigate the references and past performance of any applicant with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, completion of prior projects on time, and other factors related to the work of this project. The Borough is not limited to the references provided by the proposer.*
- 5.9 Include a copy of Alaska business, contractor license, and required insurance documents.
- 5.10 Additional Information: The Borough reserves the right to solicit additional information from proposers if the Borough deems such information is necessary during the evaluation process.

## ATTACHMENT A

### Material for new front arctic entry 8' x 8' with landing and steps

- 3pcs. 4" x 12" x 10' AWW
- 1pcs. 6" x 4' x 10' AWW
- 3pcs. 4" x 12" x 8' regular wood
- 7pcs. 2" x 12" x 8' regular wood
- 2pcs. 1 1/8" TG plywood
- 3pcs. 6pcs. 2" x 6" x 8' regular wood
- 20pcs. 2" x 6" studs
- 3pcs. CDX 5/8" plywood
- 7pcs. CDX 1/2" plywood
- 6pcs. ACX 3/8" plywood
- 1pcs. Bag of insulation unfaced R-19 6 1/4" x 15"
- 2pcs. Bag of insulation R-38 12" x 16"
- 7pcs. 2" x 4" x 10' regular wood
- 14pcs. 2" x 4" x 12' regular wood
- 1 roll of ice and water shield
- 6pcs. Metal roofing 5' long galv color
- 2pcs. Eave trim galv color
- 1pcs. Gable trim galv color
- 1 ridge cap galv color
- 2pcs. Pack of 4 closures tops and bottoms
- 1pcs. Bag of roofing screws 1"
- 1pcs. Bag of roofing screws 2 1/2"
- 4pcs. 4" x 6" post base ABW46Z adjustable (simpson)
- 4pcs. 4" x 6" cap base BC46 (simpson)
- 14pcs. 2" x 12" floor joist hanger

### Front landing and stairs material list

- 1pcs. 4" x 12" x 8' AWW
- 3pcs. 4" x 4" x 8' AWW red
- 6pcs. 2" x 12" x 10' AWW red
- 10pcs. 2" x 6" x 10' AWW red
- 12pcs. 2" x 4" x 10' AWW red smooth

### Siding material list color?

- 7pcs. Boxes of siding
- 12pcs. Outside corners
- 6pcs. Inside corners
- 50pcs. J channel
- 20pcs. Start strip

- 2pcs. Rolls of tyveak 150'

#### Exterior (retro)

- 50pcs. Of 3/8" cdx plywood
- 50pcs. 2" foam board

#### Interior material list

- 50pcs. 3/8" CDX plywood
- 1360 SF vinyl sheet floor
- 6pcs. 5 gallons containers vinyl sheet adhesive
- 3pcs. Floor joint sealer (small tubes)
- 3 boxes of 4" x 4' cove base
- 4 cove base adhesive long tubes

#### Exterior doors

- 1pcs. RH 36" with 9" door frame
- 1pcs. LH 36" with 9" door frame
- 1pcs. LH 36" for a 2" x 6" wall

#### Window casing

- 12pcs. 1" x 8" x 8' pine

#### Paint

- 2pcs. Of interior latex paint eggshell
- 1pcs. Paint tray 16"
- 1pcs. Paint roller 16" 3/8 pad
- 2pcs. 2 1/2" paint brushes angled

#### Fasteners

- 3 cases of screws star head 5"
- 2 case of waffle head screws 1 1/4"
- 10 boxes of 3/8" T-50 staples single box
- 1 case 25 pounds deck screws 3 1/2" star head
- 1 case 25 pounds decking screws 2 1/2"
- 20pcs. HGA10 (simpson)

#### Electrical material

- 1 roll of wire romex 2 with ground 150'
- 2pcs. Single nail gang box
- 1pcs. Double nail gang box
- 2pcs. Outlets with ground white and plastic covers white
- 2pcs. Single pole with ground switches white with plastic cover
- 1pcs. Exterior all weather, single outlet box with GFI cover
- 1pcs. GFI outlet white
- 1pcs. Interior ceiling light with two light bulbs 60 watts each