



**Aleutian Pribilof Islands Association  
St. George, AK**

**St. George Clinic Remodel**

**REQUEST FOR PROPOSAL**

July 25, 2019

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## **INVITATION FOR BIDS**

### **A. Background:**

Aleutian Pribilof Islands Association (APIA) will completely renovate an approximately of 2,280 square feet within the existing St. George Health Clinic (STGHC). The space will be reconfigured to improve and expand the clinical spaces within the 1950's structure. An additional exam room and a larger emergency room together with a telemed capability in one of the exam rooms will be provided to improve access for patients while also upgrading all the life safety systems including electrical and mechanical that are necessary to the function of the clinic. The restroom will be renovated to comply with accessibility requirements under the Americans with Disabilities Act and local building codes. Further, the renovation would provide a new energy efficient heating system, including a fuel oil storage tank, and install energy efficient windows and doors throughout the facility

### **B. Purpose:**

The Aleutian Pribilof Islands Association (APIA) is soliciting proposals from qualified Construction firms for the renovation of a 3,100 square foot 1 story Clinic located on the island of St. George.

The construction and occupancy of the Clinic is to be completed five months after notice to proceed has been issued.

Schematic Design drawings and Specifications are provided as a guide for the renovation of the Clinic.

### **C. Objective/Tasks:**

Include in your proposal the building cost, which shall include the cost of all materials, equipment and labor for building, design, engineering, project management, all applicable agency approvals and fees required for the construction, transportation, and installation of the building. Preparation of Construction Drawings and Construction Specifications on the building materials and construction methods incorporated into the building shall be provided in the proposal.

#### **D. Building Performance Standards:**

- Structural:
  - All structural elements are existing: Concrete slab on grade with abandon heated floor system, Exterior Brick & Structural Clay Tile with Clay Tile Bearing Walls. Wood Trusses with plywood decking.
- Mechanical:
  - Building envelope: Existing Insulation – Zone 7. The following is for information only, the envelope is not being modified
    - Exterior Walls: R-20 + R-3.8ci
    - Roof: R-35ci
    - Windows: Double insulated glass
    - Ground Floor: R-15 for 24” Below
  - Roof mounted heating ventilating and air conditioning (HVAC) units only.
  - Outdoor :
    - ASHRAE 2017 Fundamentals, heating for St. George Alaska
      - Summer: 54.8° F Dry Bulb, 51.9° F Wet Bulb.
      - Winter: 6.3° F Dry Bulb
      - Site Elevation: 120 feet.
  - Indoor:
    - Rooms to maintain a 75° F Dry Bulb, summer and winter.
      - Provide minimum 25% heating safety factor.
      - Submit calculations for Owners review.
      - Minimum outside air shall be in accordance to ASHRAE standard 62.1 latest addition.
  - Plumbing:
    - Fire Sprinkler system – N/A
    - Water heaters shall be double wall water to water heater, with heating source provided by the oil fired boiler with recirculation pumps and piping
  - Air Distribution:
    - Air supply system should be fully ducted using sheet metal ductwork constructed per SMACNA requirements.
    - All duct design round and rectangular shall be low pressure (max 1 INCH WC, or 800FPM)
- Electrical
  - Lighting:
    - Interior general lighting will be surface mounted LED strip fixtures and LED downlights.
  - Grounding
    - A complete system and equipment grounding system will be installed per NEC requirements.
  - Tele/Data System:
    - Systems include: conduit, boxes, and devices run to an existing data closet/rack.

- Fire Alarm:
  - Detectors and any associated cable/conduit will be provided.

#### **E. Contractors Responsibilities:**

- Complete design services for the building including Architectural and Interior design, structural engineering, mechanical/plumbing engineering, fire alarm and electrical engineering.
- Field Verification
- Permits, Licenses and meeting all required building codes.
  - All codes, specifications and standards referred to shall mean the latest edition, amendment and/or revision:
    - NFPA 101- Life Safety Code
    - NFPA 99- Standards for Health Care Facilities
    - ICC/ANSI A117.1
    - NFPA 10- Portable Fire Extinguishing Systems
    - International Building Code
    - International Mechanical Code
    - International Plumbing Code
    - NFPA 13- Installation of Sprinkler Systems
    - NFPA 90A- Installation of Air-Conditioning and Ventilation Systems
    - International Energy Conservation Code
    - NFPA 70 - National Electric Code.
- Construction documents, which shall include drawings and specifications. Hardcopy and electronic documents (pdf format for review, final dwg & doc) shall be submitted to APIA.
- Coordination of medical equipment installation and communication/IT systems with APIA.
- Transportation of all materials.
- Assembly of pre-manufactured structures and building systems requiring on site assembly.
- Connection of all utilities.

#### **F. APIA Responsibilities:**

The main point of contact for the St. George Clinic will be Jessica Mata Rukovishnikoff, MBA MPM who will be responsible for the onsite contractor supervision (provided by a 3<sup>rd</sup> party) and act as a liaison between management and field contractors.

APIA intends to supply: furniture, medical equipment, undercounter refrigerators and other miscellaneous equipment.

APIA will appoint a 3<sup>rd</sup> party representative who will be responsible for the Construction Administration of the project and will coordinate with all parties to ensure that the project is completed on time and within budget.

#### **G. Progress Compliance:**

Reporting requirements include a project schedule, and monthly meetings with APIA Facilities Management point of contact and APIA's 3<sup>rd</sup> party representative to demonstrate activities and progress. Standard software programs, such as Microsoft Project, Primavera or equivalent shall be used monthly to report timelines and note when milestones have been attained.

#### **H. Payments:**

Payment schedule for the Clinic Remodel is as follows:

30% Down Payment at award of contract.  
60% Payment upon completion of Installation.  
10% Retainer released upon APIA's 3<sup>rd</sup> party representative's authorization.  
100%

#### **J. Qualifications:**

In order to evaluate your business qualifications and ability to meet the project requirements, please submit the following with your proposal:

- Demonstration that your company has been in existence for at least five (5) years under the same name.
- Statement of Qualifications (SOQ)
- Project team organizational chart.
- A summary of your firm's current work-load, and demonstration as to how this project will be managed in terms of time.
- List of Projects of similar scale and complexity that have been completed in the past 5 years. Demonstration of meeting schedule and budget parameters should also be included. Letters of recommendation from your clients for these projects would be advantageous.
- Documentation of resources and working capital to assure financial stability through the completion of the project.
- Demonstration of your firm's ability to monitor and manage quality including program implementation, field verification, coordination and drawings.
- Demonstration of your firm's ability to share and update information easily via the Internet or by other means.
- Copy of appropriate current State of Alaska Contractors license.
- Proof of Insurance
  - Comprehensive General Liability Insurance
  - Worker's Compensation Insurance
  - Employer's Liability Insurance
- Bid Bond
- Total cost for completing the work as described within this RFP.

**K. Contact Information:**

AIPA

Office hours: 8:00 AM – 4:00 PM Monday – Friday

Point of Contact: Jessica Mata Rukovishnikoff, MBA MPM

Phone: (907) 222-4265

Fax: (907) 279-4351

Email: [jmataruko@apiai.org](mailto:jmataruko@apiai.org)

Mailing Address:

AIPA

1131 E. International Airport Road

Anchorage, Alaska 99518

**L. Buyer's Bid Selections:**

AIPA reserves the right to waive any informality or irregularities in this Request for Proposals, or to reject any or all Proposals whenever such rejection is deemed in the best interest of AIPA.

**M. Evaluation Criteria:**

Proposals will be evaluated on a 100-point system.

50-Points: For Design Solution, Specifications and Total proposed.

25-Points: Evaluation of Projects of similar scale and complexity that have been completed in the past 5 years.

25-Points: Evaluation of value added services and examples of quality of past work.

**N. Award:**

Award will be made to the firm having the highest point total, as determined by the AIPA.

While price is of significant importance, technical consideration, value added services and quality of past work will be highly considered in the evaluation process.

## **INSTRUCTIONS TO BIDDERS**

### **A. Important Dates:**

- Proposals are due by 4:00 pm on Friday, August 23<sup>rd</sup>, 2019
- Questions pertaining to the Project are due no later than COB, Friday, August 16<sup>th</sup>, 2019. Questions must be submitted in writing to:

Daniel Hargreaves, AIA, FCSI, CDT, RAS  
Johnson Smitthipong & Rosamond Associates  
5210 E. Williams Circle, Ste 600  
Tucson, AZ 85711  
Tel: 520-547-7900  
Fax: 520-547-7905  
eMail: dhargreaves@srarchinc.com

- Answers will be issued via Addenda.

### **B. Format of Proposal:**

Proposal should be separated into two sections- Business and Technical.  
The Business section should include:

- Names and Contact Information
- Qualification as listed in Section H of Invitation for Bids.
- Description of the project with a narrative of the proposed work plan.
- Construction Schedule
- Resumes and responsibilities of key personnel
- Exclusions
- Project Costs & Breakdowns

The Technical section should include specifications and Design Drawings for the building (*see Schematic Design Drawings, Appendix B*):

- Drawings:
  - Floor Plans
  - Structural
  - Heating Ventilation and Air Conditioning
  - Plumbing
  - Fire Protection
  - Electrical
  - Utilities
  - Doors, Window and Millwork
- Recourse for damage caused by shipping
- Security/weather protection of modules during on-site assembly.



- Subcontractors to be used for on-site assembly.

**C. Instructions:**

An original and one (1) copy of your Proposal, each complete with all supplemental requirements should be received at APAI Office, Jessica Mata Rukovishnikoff, MBA MPM not later than date and time indicated above. Project title should be included in all correspondence.

Hand Delivered sealed Proposals should be addressed to, and will be received at the following address.

Delivered sealed Proposals using Registered mail, or Overnight Services should be addressed to, and will be received at the following address 24 hours prior to official due date.

The address is as follows:

APIA

Proposal Request: St. George Clinic Remodel

1131 E. International Airport Road

Anchorage, Alaska 99518

**Attention:** Jessica Mata Rukovishnikoff, MBA MPM

The Sealed Proposal should contain the following bidder information printed on the outside of the package:

Name of Bidder

Address

Project title

Quote firm fixed prices and total net extended prices in U.S. dollars based on the completion of the St. George Clinic Remodel.

This proposal is to be binding for a period of ninety (90) days, and Bidder, if selected agrees to accept Contract based on the terms of this proposal, if notification of award is received on or before the expiration of this period.

**D. Checklist:**

All Bidders must review and initial items below. This list is NOT inclusive of all items required for a Bidder to submit a complete Bid Package. The Bidder is responsible to read and comply with all items contained in the Request for Proposal and Schematic Design documents. The following is a listing of some of the major items required and must be initialed below by the Bidder:

- \_\_\_\_\_ Compliance with Construction Agreement (Exhibit A)
- \_\_\_\_\_ Compliance with Request for Proposal (Exhibit B)
- \_\_\_\_\_ Proposal Validation (Exhibit C)
- \_\_\_\_\_ Bid Bond (Exhibit D)
- \_\_\_\_\_ Value Added Services – Optional (Exhibit E)

COMPLIANCE WITH CONSTRUCTION AGREEMENT

The Bidder agrees that, if awarded the Project, they will accept the Construction Agreement found herein:

*APPENDIX A – CONSTRUCTION AGREEMENT*

If the bidder takes exceptions, the differences shall be itemized under a separate heading titled, "EXCEPTIONS TO BID CONDITIONS". No other terms or conditions shall be binding upon the Buyer unless accepted by the Buyer in writing.

\_\_\_\_\_ No exceptions taken

\_\_\_\_\_ Exceptions noted on attached sheet

COMPLIANCE WITH REQUEST FOR PROPOSAL

Bidder has reviewed and understands the Request for Proposal and has verified their capability and willingness to furnish items and conforming to these requirements if given an order in accordance with the terms of this bid. If the Bidder's proposal differs in any way, differences should be itemized in the quotation under a separate heading titled, "EXCEPTIONS TO REQUEST FOR PROPOSAL."

\_\_\_\_\_ No exceptions taken

\_\_\_\_\_ Exceptions noted on attached sheet

PROPOSAL VALIDATION

The undersigned certify that they have examined and are familiar with the entire Request for Proposal and the attachments listed herein and that they have checked all the figures shown and understand that the Buyer will not be responsible for any errors or omissions on the Bidder's part in preparing this bid.

This Bid also acknowledges receipt, understanding the full consideration of the following addenda issued prior to the closing date for receipt of Bids:

Addenda numbers \_\_\_\_\_ (If no addenda have been received, so state)

The undersigned further agrees that, if awarded the Contract, they will commence the work on award and/or on receipt of a purchase order or contract as NOTICE TO PROCEED, and they will perform the work diligently and in accordance with the Purchase Documents, and they will fully complete the work within the time limits stated herein.

Aleutian Pribilof Islands Association reserves the right to waive any informality of irregularities in this Request for Proposals, or to reject any or all Proposals whenever such rejection is deemed in the best interest of Aleutian Pribilof Islands Association.

NAME OF BIDDER (Typed or Printed): \_\_\_\_\_

OFFICIAL ADDRESS: \_\_\_\_\_

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_  
Signature Authority to Submit this Bid

NOTARY CERTIFICATION

Signed before me on this \_\_\_\_\_ day  
of \_\_\_\_\_

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_

BID BOND

We, the undersigned, \_\_\_\_\_, as PRINCIPAL, and \_\_\_\_\_, as SURETY, are held and firmly bound unto the Aleutian Pribilof Islands Association, (herein called the "APIA") in the penal sum of \$\_\_\_\_\_ (the "Bid Bond"), lawful money of the United States, for the payment of which sum will and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, THE CONDITION OF THIS OBLIGATION IS SUCH, that the Principal has submitted this accompanying Bid, dated \_\_\_\_\_, to renovate a 3,100 square foot 1 story Existing Clinic. The Bid Bond is equal to five percent of the Bid.

NOW, THEREFORE, if the Principal shall not withdraw said Bid within the period specified therein after the opening of the same, or, if no period is specified, within thirty (30) days after said opening, and shall within the period specified therefore or, if no period is specified, within ten (10) days after the prescribed forms are presented for signature, enter into a written Contract with the APIA in accordance with the Bid as accepted, and give the required performance and payment security for the faithful performance and proper fulfillment of this Contract; or in the event of the withdrawal of said Bid within the period specified, or the failure to enter into such Contract and give security within the time specified, the Principal shall pay the APIA the difference between the amount specified in said Bid and the amount for which the APIA may procure the required work or supplies or both.

IN WITNESS THEREOF, the above parties have executed this instrument this \_\_\_\_\_ day of \_\_\_\_\_, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

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Principal Signature, Printed Name, Title

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Surety Signature, Printed Name, Title

NOTARY CERTIFICATION

Signed before me this \_\_\_\_\_ day of \_\_\_\_\_

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Notary Public

My commission expires \_\_\_\_\_

Note: THIS DOCUMENT IS NOT VALID UNLESS A PROPERLY EXECUTED POWER OF ATTORNEY FOR THE SURETY'S SIGNATOR IS ATTACHED HERETO.

VALUE ADDED SERVICES -OPTIONAL

The Bidder is invited to submit value added services and other value added concepts for the services specified herein, giving full explanation of the deviation from the present Project Description and presenting their reasons for offering the value added services.