



# Rural CAP

Rural Alaska Community Action Program, Inc.

731 E. 8<sup>th</sup> Avenue  
Anchorage, AK 99501  
907.279.2511  
[www.ruralcap.org](http://www.ruralcap.org)

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## REQUEST FOR PROPOSAL (RFP)

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Muldoon Safe Harbor Room Conversion RFP

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**Prepared By:** Darrel Behymer, CPP  
**Date:** 3/5/2024

# Muldoon Safe Harbor Room Conversion RFP

## REQUEST FOR PROPOSAL

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**QUESTION SUBMISSION DEADLINE: 3/13/2024 by 4 PM**

**PROJECT SUBMISSION DEADLINE: 3/22/2024 by 4PM**

**WALKTHROUGH: 3/08/2024 at 11 AM**

**RFP Contact Name:** Chris Griffith, Facilities and Project Manager

**Contact Address:** RurAL CAP: Safe Harbor  
207 Muldoon Rd.  
Anchorage, AK. 99504

**Email Address:** [cgriffith@ruralcap.org](mailto:cgriffith@ruralcap.org)

### INTRODUCTION

Rural Alaska Community Action Program, Inc. (RurAL CAP) Division of Supportive Housing is seeking qualified general contractors to bid on room conversion to drop in daycare center project.

Enclosed is pertinent information for use in preparing your bid. This information will be used as a guide in the preparation of any subsequent contract.

Bids must be received via email to [dbehymmer@ruralcap.org](mailto:dbehymmer@ruralcap.org) by 4PM 3/22/24. All bids must include the reference in email subject, "Building and Land Appraisals RFP," and be labeled, Attn: Darrel Behymer, CPP. Bids received after the deadline specified above will not be accepted. All questions regarding this bid request must be emailed prior to 3/13/24 at 4 PM (Alaska Standard Time). Responses to questions will be sent to all parties who have received bid packages, proposals and who have registered their email address. One (1) copy of your proposal is required for submission to RurAL CAP.

Proposals are encouraged from Minority and Female owned business.

RurAL CAP reserves the right to reject any and all bids and waive informalities in procedures.

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### SECTIONS

1. General Information
2. Rules Governing Competition
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### SECTION 1: GENERAL INFORMATION

Rural Alaska Community Action Program (RurAL CAP) requests that your company make a proposal for your services for our Supportive Housing Department. The following proposal request will outline the project goals and detail how your proposal should be submitted. Please read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines included in the timeline under Section 3.

The objective of this project is to transform two adjacent hotel rooms into a functional drop-in daycare center. The project involves the removal of a wall between the rooms, potential structural assessment, conversion of one of the bathrooms into an office/storage space, and the addition of a kitchen. The design should incorporate pony walls with gates to control access, removal of an exit door, and connection of the new kitchen to existing bathroom plumbing.

#### 1.1 Background

The Rural Alaska Community Action Program, Inc., (RurAL CAP), founded in 1965, is a private, statewide, nonprofit organization working to improve the quality of life for low-income Alaskans.

#### 1.2 Preparation Costs & Fees

RurAL CAP shall not be responsible for bid preparation costs, nor for costs including attorney's fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked bidder and/or award of a contract and/or rejection of bids. By submitting a bid each bidder agrees to be bound in this respect and waives all claims to such costs and fees.

### SECTION 2: RULES GOVERNING COMPETITION

#### 2.1 Examination of Bids

Bidders are encouraged to thoroughly review the complete RFP package prior to preparing and submitting a response.

#### 2.2 Confidentiality and Public Information

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The content of all bids will be kept confidential.

### 2.3 Proposal Format

Bids are expected to be brief and specifically address the criteria listed under the scope of work.

### 2.4 Signature Requirements

All bids must be signed.

### 2.5 Bid Submission

Bids shall be e-mailed to [dbehymmer@ruralcap.org](mailto:dbehymmer@ruralcap.org)

### 2.6 News Releases

News releases pertaining to any award that may result from the RFP shall not be made without prior written approval of the RurAL CAP CEO.

### 2.7 Disposition of Bids

All materials submitted in response to this RFP shall become the property of RurAL CAP. The original shall be retained for the official file and will become public record after the award of the Contract or Contracts.

### 2.8 Modifications/Withdrawal of Proposals

A respondent may withdraw a bid at any time prior to the final submission date by sending written notification of its withdrawal and signed by an agent authorized to represent the respondent. The respondent may thereafter submit a new or modified bid prior to the final submission date. Modifications offered in any other matter, oral or written, will not be considered. A final bid cannot be changed or withdrawn after the time designated for receipt except for modifications requested by RurAL CAP after the date of receipt.

### 2.9 Oral Change/ Interpretation

No oral change or interpretation of any provision contained in this RFP is valid.

### 2.10 Late Submissions

Bids received after the RFP deadline 3/22/24 at 4PM will not be considered

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### 2.11 Rejection of Proposals

RurAL CAP reserves the right to reject any or all bids if determined to be in the best interest of RurAL CAP.

### 2.12 Equal Employment Opportunity Reporting Requirements

The successful bidder may be required to execute and return EEO reporting forms if required.

### 2.13 License and Insurance Requirements

The successful bidder is required to provide, with the bid, a current Alaska Business License, Proof of Liability Insurance, Workers Compensation Insurance and other required federal, state or local licenses. Please review attached Schedule A, this covers RurAL CAP's insurance requirements to consider while submitting your bid.

## SECTION 3.0: SCOPE OF WORK

Please provide a one-page summary of your proposed solution, highlighting key points, technical requirements, features, functionality, and limitations. Include additional features and customization available, if desired, as well as, your data security policy.

The objective of this project is to transform two adjacent hotel rooms into a functional drop-in daycare center. The project involves the removal of a wall between the rooms, potential structural assessment, conversion of one of the bathrooms into an office/storage space, and the addition of a kitchen. The design should incorporate pony walls with gates to control access, removal of an exit door, and connection of the new kitchen to existing bathroom plumbing.

#### a. Structural Assessment:

- Conduct a comprehensive structural assessment to determine the load-bearing capacity of the wall slated for removal.
- If the wall is found to be non-structural, provide plans for its safe removal.
- If the wall is deemed structural, propose plans for partial wall removal or the introduction of support columns as necessary to maintain structural integrity.
- Ensure all proposed structural modifications comply with local building codes and regulations.

#### b. Demolition and Removal:

- Execute the removal of the wall based on the approved structural assessment.
- Remove one exit door and any other unnecessary structures.
- Dispose of debris appropriately.

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### c. Room Conversion:

- Convert one of the bathrooms into an office/storage space.
- Install pony walls with gates to control access to the entry and bathroom areas.
- Install new commercial grade glass entry door

### d. Kitchen Addition:

- Add a kitchen onto the wall of the bathroom/storage space.
- Include a sink, dishwasher, cabinetry, and fridge.
- Optionally, provide for a cooktop in the kitchen.

### e. Plumbing:

- Connect the new kitchen to existing bathroom plumbing.
- Relocate plumbing fixtures as necessary.

### f. Electrical:

- Modify electrical systems to accommodate the new layout.
- Install adequate lighting and electrical outlets.

### g. Fire System Relocation:

- Relocate or modify the fire system as required for the new layout.

### h. Flooring:

- Remove existing flooring and install new flooring throughout the daycare center.

### i. Painting:

- Paint walls, ceilings, and other surfaces as needed.

### j. Other Work:

- Address any additional tasks necessary for the successful completion of the project.

### k. Add Alternates:

- Security Cameras tied into existing camera system.

## 3. Deliverables:

- Completed structural assessment report.
- Open floor plan with pony walls and gates.
- Converted office/storage space.

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- Fully functional kitchen with specified appliances.
- Modified plumbing and electrical systems.
- Relocated or modified fire system.
- Updated flooring and fresh paint throughout.
- Completion of additional work/add alternates as required.

### 4. Timeline:

- Provide a detailed project schedule, including milestones and completion dates.

### 5. Budget:

- Submit comprehensive bids that include all costs associated with the project.

## SECTION 4.0: PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform and expedited review process and ensure the maximum degree of comparability, it is required that the bids be organized in the manner specified. Bids shall not exceed 5 pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, attachments, or dividers). Information in excess of those allowed will not be evaluated or scored. One page shall be interpreted as one side of single lined, typed, 8 1/2" x 11" paper.

### 4.1 Title Page

Show the bid name (RurAL CAP Child Development Center Janitorial Services), bidders name, company name if applicable, address, telephone number and date.

### 4.2 Table of Contents

Clearly identify the materials by section and page number.

### 4.3 Letter of Transmittal (limited to 1 page)

- Briefly state your understanding of the services to be performed and make a positive commitment to provide the services as specified.
- Give the name of the person who is authorized to make representations for your company if applicable, their titles, address, and telephone numbers.

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## 4.4 Proven Experience

The bidder must describe their experience as described under the scope of work. Please include

- Specific or specialized training or qualifications
- Include 3 references (name, phone number and/or e-mail address)

## 4.7 Proposed Fee Schedule/Costs

Bids must be accompanied by a fee schedule for services described under this scope of work. The sealed envelope should clearly state the RFP name and company name.

## SECTION 5.0: EVALUATION & SELECTION PROCESS

### 5.1 Criteria

The criteria that will be considered during evaluations, and the associated point values, are as follows:

Fee & costs	65 points
Meeting the requirements of the RFP	10 points
Proven Experience	10 points
Minority and Women Owned Business	5
References	10 points
	100 points

### 5.2 Evaluation Process

A committee of RurAL CAP staff will evaluate and rank all bids received prior to the deadline.

Oral interviews are not expected to be used in the selection of the successful bidder however, RurAL CAP reserves the right to interview the highest ranked bidder if deemed necessary.

### 5.3 Selection Process

The highest ranked bidder may be invited to enter final contract negotiations with RurAL CAP for the purposes of contract award. If an agreement cannot be reached, the second highest bidder may be contacted for negotiations. RurAL CAP reserves the right to terminate negotiations with any bidder should it be in RurAL CAP's. RurAL CAP reserves the right to reject any and all bids submitted.



## **Schedule A INSURANCE & INDEMNIFICATION**

CONTRACTOR shall comply with the provisions herein entitled, Schedule A Insurance & Indemnification. CONTRACTOR, at its sole cost, shall purchase and maintain the required insurance with coverages, endorsements, waivers, and limits as described therein.

All insurance shall be maintained continuously during the life of the Contract. CONTRACTOR shall furnish to Rural Alaska Community Action Program (RurAL CAP), certificates showing the type, amount, class of operation, effective dates and dates of expiration of policies. Such evidence is to be provided by CONTRACTOR to RurAL CAP no less than ten (10) days prior to CONTRACTOR commencing work. It is understood and agreed that RurAL CAP shall be entitled to notification at least 30 days prior to the expiration of such policies. Failure by CONTRACTOR to maintain insurance coverage as agreed shall be a material breach of this Contract and will result in termination of this Contract. Certificates shall be addressed to: Rural Alaska Community Action Program (RurAL CAP).

RurAL CAP shall not be required to confirm that CONTRACTOR has provided evidence of coverage and/or renewals and no waiver by RurAL CAP of any of CONTRACTOR's obligations pursuant to this or any other provision of this Contract shall occur or be inferred or implied by any failure of RurAL CAP to insist upon strict performance of this or any other section of this Contract.

All insurance required to be maintained by CONTRACTOR shall be primary to any and all insurance (including self-insurance) obtained or maintained by, or otherwise available to RurAL CAP and all policies shall be endorsed accordingly. RurAL CAP's insurance shall not be called upon to contribute or participate with CONTRACTOR's insurance on any basis.

Except for Worker's Compensation and Professional Liability, each and every insurance policy required of CONTRACTOR shall include an insurer's waiver of subrogation rights in favor of RurAL CAP. Each and every insurance policy required of CONTRACTOR shall be endorsed to name RurAL CAP as Additional Insured with respect to liability arising out of CONTRACTOR's operations and/or its services hereunder.

In the event the terms of the current Contract and this Schedule A conflict, the terms of the contract shall control.

### **Insurance Type and Limit Requirements:**

- Workers Compensation for not less than \$ 500,000.00 per occurrence
- Commercial General Liability not less than \$ 1,000,000.00 per occurrence
- Automobile Liability Insurance not less than \$ 1,000,000.00 per occurrence for bodily injury and property damage.