



RurAL CAP

Rural Alaska Community Action Program, Inc.

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REQUEST FOR PROPOSAL (RFP)

RurAL CAP Evaluation Project RFP

Prepared By: Darrel Behymer, CPP
Date: 7/19/2024

REQUEST FOR PROPOSAL

SUBMISSION DEADLINE: August 16, 2024, at 4PM

QUESTION SUBMISSION DEADLINE: August 7, 2024, at 4PM

Schedule by Appointment with Chris Griffith, contact information below, from July 22 - August 5, 2024.

BID LOCATION: Multiple RurAL CAP Locations Around Anchorage

Questions may be submitted in written form no later than to:

RFP Contact Name: Chris Griffith

Telephone Number: (907) 222-2868

Email Address: cgriffith@ruralcap.org

INTRODUCTION

Rural Alaska Community Action Program, Inc. (RurAL CAP) Senior Rural Housing Project Manager is requesting proposals from qualified contractors that are licensed to do business in Alaska. Enclosed is pertinent information for use in preparing your bid. This information will be used as a guide in preparing any subsequent contract. Bids must be received via email to dbehymer@ruralcap.org by 4:00 PM **August 16, 2024**. All bids must include the reference on email subject, "RurAL CAP Roof Evaluation Project RFP," and addressed to: 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 **August 7, 2024**, 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. To register your email, email Darrel Behymer, CPP.

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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SECTION 1: GENERAL INFORMATION

The Rural Alaska Community Action Program (RurAL CAP) is soliciting proposals from certified general contractor to perform a comprehensive evaluation of roofing systems across 17 properties owned by RurAL CAP in Anchorage, Alaska. The primary goal is to assess the structural stability, identify the presence of Parallel Cord Roof Truss construction, and evaluate the overall condition of the roofs. Based on these assessments, the project will provide detailed plans and recommendations for necessary repairs or replacements.

Objectives:

- Verify the structural integrity and stability of the roofs.
- Determine the construction type, specifically checking for Parallel Cord Roof Truss.
- Assess the condition of each roof to decide on repair or replacement.
- Develop detailed, actionable plans for future roofing contractors to execute repairs or replacements.

The following proposal request will outline the project goals and detail the format you should submit your proposal. 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.

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 Information

The content of all bids will be kept confidential. A letter will be released to each vendor who submitted their bid if it has been accepted or not after the review committee has completed.

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 emailed to 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 then submit a new or modified bid before 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 will not be considered.

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 Business License (or permit), 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

The Rural Alaska Community Action Program (RurAL CAP) is soliciting proposals from certified general contractor to perform a comprehensive evaluation of roofing systems across multiple properties owned by RurAL CAP in Anchorage, Alaska. The primary goal is to assess the structural stability, identify the presence of Parallel Cord Roof Truss construction, and evaluate the overall condition of the roofs. Based on these assessments, the project will provide detailed plans and recommendations for necessary repairs or replacements.

Scope of Work:

Initial Survey and Assessment: Conduct a thorough inspection of the roofing systems at the following 17 properties (all locations in Anchorage, AK): Please click on the link and hit satellite view and zoom in to inspect the roofs.

1104 E 5th Ave., Anchorage, AK 99501 [Karluk Manor](#)
100 Davis St., Anchorage, AK 99501 [100 Davis St](#)
325 E 3rd Ave., Anchorage, AK 99501 [325 E 3rd](#)
1255 E 11th Ave., Anchorage, AK 99501 [1255 E 11th Ave](#)
207 Muldoon Rd., Anchorage, AK 99504 (two entries) [Muldoon Garden](#)
525 N Bragaw St., Anchorage, AK 99508 [525 N Bragaw St.](#)
535 N Bragaw St., Anchorage, AK 99508 [353 N Bragaw St](#)
400 N Lane, Anchorage, AK 99504 [400 N Lane](#)
324 N Park St., Anchorage, AK 99508 [324 N Park St](#)
702 N Park St., Anchorage, AK 99508 [702 N Park St](#)
3726 Peterkin St., Anchorage, AK 99508 [3726 Peterkin Ave](#)
1905 E 4th Ave., Anchorage, AK 99501 [Sitka Place](#)
3145 Tarwater Ave., Anchorage, AK 99508 [3145 Tarwater Ave](#)
3201 Tarwater Ave., Anchorage, AK 99508 [3201 Tarwater Ave](#)
3209 Tarwater Ave., Anchorage, AK 99508 [3209 Tarwater Ave](#)
545 E 5th St., Anchorage, AK 99501 [545 E 5th St](#)
731 E 8th St., Anchorage, AK 99501 [731 E 8th Ave RurAL CAP HQ](#)

Documentation and Reporting: Provide comprehensive reports detailing the current conditions, construction type, and any observed deficiencies for each property.

Recommendations and Future Planning: Offer a clear decision-making framework for each property to either repair or replace the roofing system. Include detailed specifications and architectural drawings for both repair and replacement options to guide future contractors.

Actionable plans for the priority properties at 525 N Bragaw St., 535 N Bragaw St., and 100 Davis St. should be included in the overall cost of the evaluations. Plans for the other properties should be available as add alternates, allowing for flexibility in project scope and budgeting.

Deliverables:

Detailed inspection reports for each property.

Architectural plans and repair or replacement specifications.

A final recommendation report summarizing findings and suggesting prioritized actions based on roof conditions and urgency.

Project Duration:

All work, including inspections, assessments, and report submissions, must be completed within 45 days of the bid award date.

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Contractor Requirements:

Bids are required from qualified structural engineering firms with proven expertise in roof construction and integrity assessments.

Experience with Parallel Cord Roof Truss systems preferred.

Proven track record in delivering similar projects under tight deadlines, especially in regions with potential weather constraints.

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. 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 (RFP), bidders name, company name if applicable, address, telephone number and date.

4.2 Proposed Fee Schedule/Costs/Budget Limits

Bids must be submitted, for services described under this scope of work. The email must clearly state the RFP name and company name. (if the bid sheet is too small, please provide your own).

4.3 Provide a copy of your Certificate of Insurance and Business License.

4.4 Warranty Coverage: Does your company provides one-year warranty coverage for all products and materials it installs?

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's / costs	55 points
Back Ground and Experience	10 points
Adherence to safety and Construction Standers	10 Points
Compliance with the stated objectives and deliverables.	10 Points
Meeting the requirements of the RFP*	10 points
Minority and Women Owned Business	5 points
Total:	100 Points
*By providing all requested documents	

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.

Appendix A

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 the 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

PART III

Contract Provisions as required by Federal Head Start

All contracts, awarded by a recipient including small purchases, shall contain the following provisions as applicable:

Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)--All contracts and subgrants in excess of \$2000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "AntiKickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended--contracts and subgrants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). The Clean Air Act prohibits (1) engaging in, (2) supporting in any way or providing financial assistance for, (3) licensing or permitting, or (4) approving any activity, which does not conform to the state implementation plan for natural primary and secondary ambient air quality standards. The grantee shall ensure that the facilities under its ownership, lease, or supervision which shall be utilized in the accomplishment of the program are not listed on the U.S. Environmental Protection Agency's (EPA) list of Violating facilities and it will notify the Agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under construction for listing by EPA.