



RurAL CAP
Rural Alaska Community Action Program, Inc.

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REQUEST FOR PROPOSAL (RFP)

RurAL CAP Muldoon Safe Harbor Door RFP

Prepared By: Darrel Behymer, CPP
Date: 8/01/2024

REQUEST FOR PROPOSAL

SUBMISSION DEADLINE: August 23, 2024, at 4PM

QUESTION SUBMISSION DEADLINE: August 14, 2024, at 4PM

On Site Visit Project Review with Chris Griffith on August 7, at 2PM

BID LOCATION: [207 Muldoon](#) Road, Anchorage, AK 99504

Questions on the bid may be submitted in written 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 dbehymmer@ruralcap.org by 4:00 PM **August 23, 2024**. All bids must include the reference on email subject, " RurAL CAP Muldoon Safe Harbor Door 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 14, 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.

INDEX

SECTIONS

1. General Information
2. Rules Governing Competition
3. Scope of Work
4. Proposal and Submission Requirements
5. Evaluation and Selection Process

Appendix A: Schedule A Insurance and Indemnification

SECTION 1: GENERAL INFORMATION

The Rural Alaska Community Action Program (RurAL CAP) is soliciting proposals from certified general contractor to enhance security and accessibility at Muldoon Gardens-Safe Harbor by installing secure access systems for four exterior door sets and three interior doors, including two fire doors. The project also involves replacing the ADA access control system at the main entrance. The solution must be scalable to allow future expansion to include all units within the facility.

Project Objectives:

1. Install secure access systems on four exterior door sets.
2. Install secure access systems on three interior doors, including two fire doors.
3. Replace the existing ADA access control system at the main entrance.
4. Ensure the system is scalable for future expansion to cover all units in the facility.

Preferred Technology:

We strongly prefer a Near Field Communication (NFC) based system.

We will also consider a keypad and code system, provided the codes can be changed remotely from the main office.

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.

RurAL CAP Muldoon Safe Harbor Playground RFP

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

1. Site Assessment:

- Conduct a comprehensive site survey to determine the specific requirements for each door.
- Evaluate existing infrastructure and identify necessary modifications for system installation.

2. System Design:

- Design a secure access control system suitable for the facility's needs, with a preference for NFC technology.
- Include the option for a keypad and code system, ensuring remote code management from the main office.
- Ensure the design accommodates future scalability to include additional units.

3. Equipment and Materials:

- Supply all necessary equipment and materials for the installation of secure access systems.
- Include high-quality NFC access control units, fire-rated hardware for fire doors, and ADA-compliant access controls.
- Include high-quality keypad units if NFC is not feasible, ensuring remote code change capability.

4. Installation:

- Install secure access systems on four exterior door sets.
- Install secure access systems on three interior doors, including the two fire doors.
- Replace the ADA access control system at the main entrance.
- Ensure all installations comply with local building codes and safety regulations.

5. System Integration:

- Integrate the new access control systems with any existing security infrastructure.
- Ensure the system can be expanded in the future to include additional units.

6. Testing and Commissioning:

- Conduct thorough testing of all installed systems to ensure proper functionality.
- Provide commissioning reports for all installations.

7. Training and Documentation:

- Provide training for facility staff on the operation and maintenance of the new access control systems.
- Supply comprehensive documentation, including system design, installation manuals, and user guides.

8. Future Expansion Planning:

- Develop a detailed plan for future expansion of the access control system to include all units within the facility.
- Provide cost estimates and timelines for future phases of the project.

Deliverables:

1. Detailed project plan and timeline.
2. Comprehensive site assessment report.
3. System design documentation.
4. List of all equipment and materials used.
5. Installation and commissioning reports.
6. Training sessions and user documentation.
7. Future expansion plan with cost estimates and timelines.

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.

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:

Costs and Fees	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