



RurAL CAP
Rural Alaska Community Action Program, Inc.

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REQUEST FOR PROPOSAL (RFP)

Office Unit Renovation for ADA Compliance RFP

Prepared By: Darrel Behymer, CPP
Date: 10/15/2024

Office Unit Renovation for ADA Compliance RFP

REQUEST FOR PROPOSAL

SUBMISSION DEADLINE: October 28

QUESTION SUBMISSION DEADLINE: October 24

BID LOCATION: Sitka Place, 1905 E 4th Ave Unit 102, Anchorage, AK 99501

Site Visit: October 21, at 2PM

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

RFP Contact Name: Chris Griffith

Telephone Number: (907) 868-4618

Email Address: cgriffith@ruralcap.org

INTRODUCTION

Rural Alaska Community Action Program, Inc. (RurAL CAP) Facilities Project Manager is requesting proposals from qualified 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 the preparation of any subsequent contract. Bids must be received via email to dbehymmer@ruralcap.org by 4:00 PM **October 28**. All bids must include the reference on email subject, "Office Unit Renovation for ADA Compliance RFP," and addressed to: Darrel Behymer, CPP. Bids received after the deadline specified above will be accepted. All questions regarding this bid request must be emailed prior to **October 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. 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 for renovation project is to modify the existing office unit to ensure ADA compliance, improve sound insulation, provide necessary upgrades to lighting, cabling, climate control, and enhance moisture control and cleaning functionality in the bathroom. The office unit has already been partially demoed in areas requiring renovation. The scope of work includes installation, replacement, and renovation to meet the required specifications.

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 on Page 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

The content of all bids will be kept confidential. A letter will be released to each vendor who submitted their bid if its 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.

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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.

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 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 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

Items:	Description:
ADA Bathroom Renovation:	<u>Walls:</u> <ul style="list-style-type: none">• Construct new walls to convert the existing bathroom into an ADA-compliant bathroom with a roll-in shower.• Tile all walls from floor to ceiling with large format tiles to limit grout lines and make cleaning easier.• Tiles must be durable, water-resistant, and easy to clean.

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	<p><u>Roll-In Shower:</u></p> <ul style="list-style-type: none"> • Install a new ADA-compliant roll-in shower. • Ensure the design and tile work integrates with the fully tiled bathroom walls. <p><u>Aquor Hose Bib Installation:</u></p> <ul style="list-style-type: none"> • Install an Aquor hose bib with a cover in the bathroom to allow for easy hosing down of the space for cleaning purposes. <p><u>Water-Resistant Fixtures, Finishes, and Door:</u></p> <ul style="list-style-type: none"> • All bathroom fixtures and finishes, including the toilet, sink, and accessories, must be capable of withstanding exposure to water from being sprayed with a hose. • Install a bathroom door that prevents water transfer from the bathroom into the office area and can withstand water exposure. <p><u>Exhaust Fan Installation:</u></p> <ul style="list-style-type: none"> • Install high CFM exhaust fans with humidistat controls in the bathroom. • Fans should be sized to prevent moisture buildup, even during a shower, and control humidity levels effectively to prevent mold growth.
<p>Door Replacements:</p>	<p><u>Bathroom Door:</u></p> <ul style="list-style-type: none"> • Install a new, water-resistant handicap-accessible bathroom door, ensuring it meets ADA width requirements (minimum 36 inches wide) and prevents water transfer to the office. <p><u>Office Doors:</u></p> <ul style="list-style-type: none"> • Replace existing office doors with ADA-compliant, handicap-accessible doors, ensuring proper width and lever-style handles.
<p>Flooring Installation:</p>	<p><u>Install new, continuous, handicap-accessible flooring throughout the unit.</u></p> <ul style="list-style-type: none"> • The flooring must be water-resistant, non-slip, and suitable for high-traffic areas. • Materials must comply with ADA standards for traction and accessibility
<p>Flooring Installation:</p>	<p><u>Install new, continuous, handicap-accessible flooring throughout the unit.</u></p> <ul style="list-style-type: none"> • The flooring must be water-resistant, non-slip, and suitable for high-traffic areas. • Materials must comply with ADA standards for traction and accessibility.

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<p>Painting:</p>	<p><u>Paint all walls in the unit with a color to be determined by the client.</u></p> <ul style="list-style-type: none"> • Use durable, high-quality paint that is easy to clean and maintain. • Ensure proper surface preparation, including priming where necessary.
<p>Kitchenette Renovation:</p>	<p><u>Replace the existing kitchenette counter and cabinetry in the same location.</u></p> <ul style="list-style-type: none"> • Install accessible-height countertops and cabinets to meet ADA standards. • Ensure proper installation of plumbing fixtures and electrical outlets as needed. <p><u>Under-Counter Mini Fridge Installation:</u></p> <ul style="list-style-type: none"> • Designate space for an under-counter mini fridge beneath the countertop. • Install any additional plumbing and electrical connections required to support the mini fridge. <p><u>Electrical Support for Appliances:</u></p> <ul style="list-style-type: none"> • Install additional electrical outlets to accommodate a coffee maker, microwave, and mini fridge. • Ensure outlets are placed conveniently for ADA accessibility, meeting local code requirements.
<p>Drop Ceiling Installation:</p>	<p><u>Install a drop ceiling throughout the entire office unit.</u></p> <ul style="list-style-type: none"> • In the bathroom, use water-resistant drop ceiling tiles to prevent mold growth in the humid environment. • Ensure proper framing and alignment to meet building codes and safety standards. • Use ceiling tiles that are durable, easy to clean, and designed for commercial office environments.
<p>LED Lighting Installation:</p>	<p><u>Install dimmable LED lighting fixtures throughout the office section of the unit.</u></p> <ul style="list-style-type: none"> • Ensure lighting provides bright, adjustable illumination for day-to-day work and complies with energy efficiency standards. • Install bright LED lighting in the bathroom, specifically designed to assist with the care of handicap clients, especially during showering. • Ensure proper placement for optimal visibility and safety in wet areas.
<p>Sound Deadening Insulation Installation:</p>	<p><u>Install sound-deadening insulation in the ceiling and all shared and exterior walls.</u></p> <ul style="list-style-type: none"> • Insulation should prevent sound transfer from units above and

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	<p>adjacent residential units.</p> <ul style="list-style-type: none"> • Ensure that the sound insulation creates a quieter office environment and prevents sensitive client information from being overheard in residential units.
Climate Control (AC Vent Installation):	<p><u>Install two wall-mounted vent connectors for portable AC units in the office.</u></p> <ul style="list-style-type: none"> • Ensure proper placement and sealing to maintain temperature control and efficiency.
Network Cabling Installation:	<p><u>Install riser-rated solid 100% copper Cat6 ethernet cable to replace all existing in-wall ethernet cabling.</u></p> <ul style="list-style-type: none"> • Cabling should be installed in 1" PVC Electrical Nonmetallic Tubing (ENT) for ease of future replacement. • Add additional ethernet drops to support a wireless access point in the unit. • Ensure all cabling adheres to industry standards for performance and safety.
Materials and Specifications:	<p>All materials used for flooring, tiles, doors, cabinetry, ceiling, lighting, insulation, and cabling must be durable, ADA-compliant, and meet industry standards for commercial office use. Fixtures, including the toilet, sink, shower components, lighting, insulation, exhaust fans, and cabling, must be certified for ADA use, energy efficiency, and soundproofing. Paint will be specified by the client but must meet commercial grade and low-VOC standards. Contractor is responsible for sourcing and installing all materials.</p>
Timeline and Deliverables	<p>The renovation must be completed no later than November 15, 2024. The contractor must provide a detailed work schedule, identifying key milestones for construction, plumbing, electrical work, ceiling and lighting installation, network cabling, insulation, AC vents, and finishing stages. Final inspections and approvals must be secured to ensure compliance with ADA standards, building codes, and network requirements.</p>
Site Access and Cleanup:	<p>The contractor will have access to the site Monday through Friday from 8AM – 5PM. Daily cleanup of the work area is required to ensure safety and minimize disruption. All debris must be properly disposed of following local regulations.</p>
Contractor Requirements:	<p>The contractor must have prior experience with ADA renovations, sound insulation, network cabling, and be licensed and insured for commercial work. All work must comply with local building codes, ADA regulations, network cabling standards, and safety requirements. Any changes to the scope of work must be approved by the client in writing.</p>

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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 be submitted as a PDF file.

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 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.

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:

Fees & Costs	60 points
Meeting the requirements of the RFP	15 points
Proven Experience	15 points
Minority and Women Owned Business	5 points
References	5 points
Total	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.

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 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

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Attachment 1

Bid Sheet (if you have your own proposal / quote sheet, please submit that in place of attachment 1)

Items:	Quote:
ADA Bathroom Renovation:	<p><u>Walls:</u></p> <p>Estimate: \$ _____</p> <p><u>Roll-In Shower:</u></p> <p>Estimate: \$ _____</p> <p><u>Aquor Hose Bib Installation:</u></p> <p>Estimate: \$ _____</p> <p><u>Water-Resistant Fixtures, Finishes, and Door:</u></p> <p>Estimate: \$ _____</p> <p><u>Exhaust Fan Installation:</u></p> <p>Estimate: \$ _____</p>
Door Replacements:	<p><u>Bathroom Door:</u></p> <p>Estimate: \$ _____</p> <p><u>Office Doors:</u></p> <p>Estimate: \$ _____</p>
Flooring Installation:	<p><u>Install new, continuous, handicap-accessible flooring throughout the unit.</u></p> <p>Estimate: \$ _____</p>
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Painting:	<p><u>Paint all walls in the unit with a color to be determined by the client.</u></p> <p>Estimate: \$ _____</p>
Kitchenette Renovation:	<p><u>Replace the existing kitchenette counter and cabinetry in the same location.</u></p> <p>Estimate: \$ _____</p>

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	<u>Under-Counter Mini Fridge Installation:</u> Estimate: \$ _____ <u>Electrical Support for Appliances:</u> Estimate: \$ _____
Drop Ceiling Installation:	<u>Install a drop ceiling throughout the entire office unit.</u> Estimate: \$ _____
LED Lighting Installation:	<u>Install dimmable LED lighting fixtures throughout the office section of the unit.</u> Estimate: \$ _____
Sound Deadening Insulation Installation:	<u>Install sound-deadening insulation in the ceiling and all shared and exterior walls.</u> Estimate: \$ _____
Climate Control (AC Vent Installation):	<u>Install two wall-mounted vent connectors for portable AC units in the office.</u> Estimate: \$ _____
Network Cabling Installation:	<u>Install riser-rated solid 100% copper Cat6 ethernet cable to replace all existing in-wall ethernet cabling.</u> Estimate: \$ _____
Cleanup:	Estimate: \$ _____
Total:	

Supplier Bid Offer By:	
Authorized Name:	
Authorized Signature:	
Title:	
Date:	