



RurAL CAP

Rural Alaska Community Action Program, Inc.

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Anchorage, AK 99501
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REQUEST FOR PROPOSAL (RFP)
RurAL CAP-SH-25-R-006

Karluk Manor Entrance Gate Replacement

Prepared By: Darrel Behymer, CPP
Date: 02/25/25

Karluk Manor Entrance Gate Replacement RFP
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REQUEST FOR PROPOSAL

SUBMISSION DEADLINE: March 25, 2025 at 4PM
QUESTION SUBMISSION DEADLINE: March 18, 2025 at 4PM

BID LOCATION: 1104 E 5th Ave, Anchorage, AK 99501

Questions may be emailed to:

RFP Contact Name: Chris Griffith

Telephone Number: 907-868-4618

Email Address: cgriffith@ruralcap.org

Site Visit: Please contact Chris Griffith to schedule a time for a walk though from February 26 – March 11.

INTRODUCTION

Rural Alaska Community Action Program, Inc. (RurAL CAP) Facilities and Project Manager, Chris Griffith, is requesting proposals from qualified General 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 on March 25. All bids must include the reference on email subject, "Karluk Manor Entrance Gate Replacement 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 March 18 at 4PM (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 qualified General Contractors to replace the entrance gate at Karluk Manor, located at 1104 E 5th Ave, Anchorage, AK 99501.

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 be submitted by our deadline March 25 at 4PM.

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.

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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. 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

Provide weekly reports listed in Attachment 2 – Update List

Work Details
<p><u>Project Description</u></p> <p>This project involves the removal of the existing entrance gate at Karluk Manor and the installation of a new automatic gate system that is robust enough to withstand the harsh winter conditions of Anchorage, Alaska. The new gate system must provide reliable operation in extreme weather conditions, including heavy snow and ice, and offer enhanced security features to prevent vandalism.</p>
<p><u>Objectives</u></p> <ol style="list-style-type: none"> 1. Enhanced Durability: Ensure the new gate system is capable of operating efficiently under heavy snow loads and icy conditions without malfunctioning. 2. Security Features: Incorporate a vandal-resistant design with sturdy materials and secure mounting. 3. Automation and Accessibility: Install an automatic gate with a keypad entry system that integrates seamlessly with the existing facility intercom and buzzer systems, allowing for secure and convenient access control.
<p>SCOPE OF WORK</p>
<ol style="list-style-type: none"> 1. Site Assessment: Conduct a thorough assessment of the current gate installation and identify key failure points influenced by winter conditions.
<ol style="list-style-type: none"> 2. Design Specifications: <ul style="list-style-type: none"> • Automatic gate system with commercial-grade motor capable of heavy-duty operation. • Keypad entry system integrated with an intercom/buzzer system. • Materials and construction that are rated for low temperatures and resistance to rust
<ol style="list-style-type: none"> 3. Removal of Existing Gate: Safely dismantle and dispose of the existing gate system.
<ol style="list-style-type: none"> 4. Installation: <ul style="list-style-type: none"> • Install the new gate and associated hardware • Integrate electrical and communication lines with the existing facility systems. • Ensure all components are weatherproofed and insulated

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against the cold.
5. Testing: Perform comprehensive testing to ensure functionality in various weather conditions and verify security features.
6. Training: Provide necessary training to facility staff on the operation and maintenance of the new gate system.
Deliverables: <ul style="list-style-type: none">• Completed automatic gate installation that meets all specified requirements• Operational and maintenance manuals for the new gate system.• Training session records for facility staff.
Contractor Qualifications: <ul style="list-style-type: none">• Proven experience in installing similar automatic gate systems in cold climates.• References from previous projects, particularly those involving harsh environmental conditions.• Licenses and insurance as required by local regulations.
Evaluation and Acceptance: <ul style="list-style-type: none">• Final acceptance of the project will be based on the gate operating reliably during a testing period of [insert time period], under typical winter weather conditions expected in Anchorage.

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 12 pages in length. 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 (RFP), bidders name, company name if applicable, address, telephone number and date.

4.2 Background and Experience

Provide your company's background and experience with similar types of projects. Also include 3 references.

4.3 Proposed Fee Schedule/Costs/Budget Limits

Bids must be submitted on Attachment 1: Bid Sheet, 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).

4.4 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:

Fee's / costs	55 points
Background and Experience	30 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


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Attachment 1

Bid Sheet (Please use your own bid-sheet for each location if the template below is too small to cover each task on the list below)

SERVICES	Bid Offer
1. Site Assessment: Conduct a thorough assessment of the current gate installation and identify key failure points influenced by winter conditions.	
2. Design Specifications: <ul style="list-style-type: none"> • Automatic gate system with commercial-grade motor capable of heavy-duty operation. • Keypad entry system integrated with an intercom/buzzer system. Materials and construction that are rated for low temperatures and resistance to rust	
3. Removal of Existing Gate: Safely dismantle and dispose of the existing gate system.	
4. Installation: <ul style="list-style-type: none"> • Install the new gate and associated hardware • Integrate electrical and communication lines with the existing facility systems. Ensure all components are weatherproofed and insulated against the cold.	
5. Testing: Perform comprehensive testing to ensure functionality in various weather conditions and verify security features.	
6. Training: Provide necessary training to facility staff on the operation and maintenance of the new gate system.	
Cost:	
Total:	

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

Locations:	Progress	Deliverables		
		Completed automatic gate installation that meets all specified requirements	Operational and maintenance manuals for the new gate system.	Training session records for facility staff.
Karluck	 10%			

Notes:	
Communicate your findings, road blocks that are found, add additional work and / or extend the end date to amend the contract.	

Submission Date: _____