

RURAL ALASKA COMMUNITY ACTION PROGRAM, Inc.



REQUEST FOR QUALIFICATIONS For Mechanical Services in Anchorage, AK.

MHRP25-RFQ-ANC01

Closes 4:00 p.m., October 9, 2025

The Rural Alaska Community Action Program, Inc., (RurAL CAP) Weatherization Department, is seeking Interest and qualifications from qualified, proven, local, General Contractors, to provide Mechanical services to mobile/manufactured homes that are located in the Municipality of Anchorage, Alaska.

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

Proposers who successfully respond to the Request for Qualifications (RFQ) and meet the qualification criteria will be included in a subsequent Request for Proposals (RFP) solicitation process. It is anticipated that 20 Weatherization projects will be awarded this program year. **Current qualified contractors need not respond, but need to express interest in writing.**

Priority will be given to contractors whose qualifications cover mobile/manufactured home repairs. The qualified contractor must demonstrate experience in mobile home water heater and furnace replacement, mobile home bath fan installation, and range hoods.

Funding is provided by Department of Housing and Urban Development (HUD) through The Municipality of Anchorage DHHS.

Bids must be received at procurement@ruralcap.org by 4PM on October 9, 2025. All responses must include the project reference on the subject line in the email. Late responses will not be considered.

A Pre-response conference will not be held. All questions regarding this RFQ should be emailed to kmaus@ruralcap.com & mtombleson@ruralcap.org prior to **4:00PM on October 6, 2025**. Responses to questions will be sent to all parties who have received proposals and who have left their email address. To register your email at procurement@ruralcap.org.

INDEX

Sections

1. General Information
2. Rules Governing Mechanical Services
3. Scope of Work
4. Proposal and Submission Requirements
5. Evaluation and Selection Process
6. Attachments
Schedule A: Insurance & Indemnification

SECTION 1: GENERAL INFORMATION

1.1 Purpose

The Rural Alaska Community Action Program, a nonprofit agency providing statewide social services, is requesting Qualifications from qualified local proven General Contractors who provide mechanical services to mobile homes in the Municipality of Anchorage, Alaska. The successful respondents, will be eligible and prequalified to participate in future RFP's.

1.2 Background

The successful contractors must have extensive experience in the mechanical industry and repair of mobile/manufactured homes, and have been in business for a minimum of at least 5 years in the Municipality of Anchorage, Alaska.

The successful contractors will be expected to dedicate a significant amount of the firm's resources and time to meet the completion schedule for these projects. Timeline for project completion will be 45 days from issuance of purchase orders in accordance with the contract/s.

1.3 Preparation Costs

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

SECTION 2: RULES GOVERNING Responses

2.1 Examination of Proposals

Responders are encouraged to thoroughly review the complete RFQ package prior to preparing and submitting a response. Any addenda should be acknowledged in the cover letter to accompany the submitted proposal.

2.2 Confidentiality

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

Proposals are expected to be brief and specifically address the Evaluation Criteria as explained below. General Marketing proposals, or information non-specific to this RFQ, are not requested. ***Proposals should not exceed 10 pages, not including title page and transmittal letter.***

Emphasis should be concentrated on:

- Conformance to the RFQ instructions
- Responsiveness to the RFQ requirements
- Completeness and clarity of content

2.4 Signature Requirements

All copies of submitted qualifications must be signed. An RFQ must be signed by an officer or agent of the firm authorized to sign contracts on its behalf. The name and title of the individual(s) signing the proposal must clearly be shown immediately below the signature. (e-signatures will be acceptable as well)

2.5 Proposal Submission

Response to this RFQ must be received by RurAL CAP prior to the date and time specified in the RFQ cover letter or any subsequent addendum. Proposals shall be emailed to dbehymmer@ruralcap.org:

Subject line: Mechanical Services MHRP25-RFQ-ANC01
Attention: Darrel Behymer, CPP

2.6 News Releases

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

2.7 Disposition of Proposals

All materials submitted in response to this RFQ will become the property of RurAL CAP.

2.8 Modifications/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other matter, oral or written, will not be considered. A final proposal 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 RFQ is valid whether issued at a pre-response conference or otherwise. Written addenda will be issued when RurAL CAP deems changes, clarifications, or amendments to respondent's documents are necessary.

2.10 Late Submissions

Responses not received prior to the date and time specified in this RFQ will not be considered and will be, upon request, returned unopened after recommendation of award.

2.11 Rejection of Proposals

RurAL CAP reserves the right to reject any or all responses to this RFQ, if determined to be in the best interest of RurAL CAP.

2.12 Equal Employment Opportunity Reporting Requirements

The successful proposer shall be required to execute and return such forms as may be necessary to RurAL CAP prior to executing any agreement pursuant to the award of this proposal. Failure to comply shall be grounds for be excluded from bidding on the RFP.

2.13 License Requirements

All responses are required to include a current Alaska Business License, Corporate Liability Insurance, U.S. Environmental Protection Agency (EPA) LEAD Firm License and other required Municipality of Anchorage and AK State Licenses as appropriate to performing under this RFQ.

3.0 SCOPE OF WORK

Scopes of work shall be produced by RurAL CAP primarily focusing on justified energy efficient work measures. If building or mechanical permits will be required for projects, the contractor will be responsible for obtaining permits.

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 proposals be organized in the manner specified below. *Responses shall not exceed ten (10) pages in length* (excluding letter of transmittal, resumes, title page(s), and 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 ½" x 11", piece of paper.

4.1 Title Page

Show the project name, firm name, address, telephone number(s), e-mail address, name of contact person, 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 firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- Give the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, and telephone numbers.
- ***The letter must be signed by a corporate officer or other individual who has the authority to bind the firm.***

4.4 Firm Experience and Evaluation Criteria,

The respondent must describe their team's experience with the following:

- Previous experience in the Weatherization measures of mobile/manufactured, single family homes and multiplexes in the Municipality of Anchorage, as well as experience with accessibility projects..
- Experience and past performance on similar projects.
- Include 3 Alaska references (name and phone number) for each business comprising the project team.

4.5 Proposed Repair Team

The respondent must describe the following:

- Identify the repair team leader and how they will manage and coordinate the repairs described in the Scope of Work.
- Identify project team members that will work on this specific project, their education, background, licenses, professional registrations, and experience with services similar to those required by this project. Include any certificates, specialized or formal training related to residential construction and residential mechanical installations. *Marketing or other resumes that are not specific to this project should not be included.*
- Briefly describe 3 projects on which the project team and any subcontractors (mechanical, roofing, etc. have worked together; include references (name and phone number) for these 3 projects. Additional consideration will be given for team experience working together on past projects similar to this project.
- Include verification that the all members of the project team are licensed in the State of Alaska to perform the requested services.

4.6 Speed, Resources, Workload

The respondent must describe how they plan to meet the repair schedule including:

- Discuss all commitments of the repair team.
- Briefly discuss capabilities to meet the project's schedule.
- Briefly discuss additional resources, equipment, and tools of the team available to ensure the project schedules are met.

4.7 Knowledge of Codes & Regulations.

Demonstrate knowledge of applicable federal, state and local codes, regulations and statutes pertaining to the services required in this solicitation.

5.0 EVALUATION & SELECTION PROCESS

5.1 Criteria

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

Experience	30 Points
Proposed Team	20 Points
Performed similar work-in Municipality of Anchorage	20 Points
Speed, Resources, Workload	20 Points
Codes & Regulations	10 Points

100 points

5.2 Evaluation Process

A committee of individuals representing RurAL CAP will evaluate the proposals. The committee will rank the proposal as submitted. RurAL CAP reserves the right to award a Contract solely on the written proposal.

Oral interviews are not expected to be used in the selection of the successful proposer. However, RurAL CAP reserves the right to interview the highest ranked firms if deemed necessary. If interviews are conducted, a maximum of three (3) firms will be interviewed. A second score sheet will be used to score those firms interviewed. The final score will be based on the total of all evaluators' scores achieved on the second rating.

5.3 Selection Process

The highest ranked responses 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 proposer may be contacted for negotiations. However, RurAL CAP reserves the right to terminate negotiations with any proposer should it be in RurAL CAP's or the project's best interest. RurAL CAP reserves the right to reject any and all proposals submitted.

6.0 ATTACHMENTS: Schedule A – Insurance & Indemnification

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.