

**Organized Village of Kake  
Request for Proposals  
for  
Design Services  
for the  
OVK Tribal House Project**

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The Organized Village of Kake (OVK) is soliciting proposals from qualified Architecture and Engineering firms to provide professional services for the design for a Tribal House Construction Project located in Kake, Alaska.

**Abbreviations and Acronyms:** Organized Village of Kake (Tribe); Request for Proposal (RFP); Architecture and Engineer (A&E).

**RFP Submission Deadline:** Proposals will only be considered that meet submission requirements and deadlines. Submittals will be received until 5:00pm, ~~January 31, 2024~~, **February 27, 2024**, at the offices of OVK, or via email to: jonwunrow@gmail.com, for design and construction engineering services for the Tribal House. Such services will be for the eventual construction of app. 4000 - 5000 sf Tribal House that includes community gathering and performance space, ADA-compliant public restrooms, a climate-controlled room(s) for storage of items of cultural importance, and a commercial kitchen, located in Kake, Alaska.

**Contact Details:** To obtain additional copies of this proposal packet please contact Jon Wunrow, Project Manager, (907) 617-9956, Email: jonwunrow@gmail.com. Proposal packets will also be available for pickup at the OVK Tribal Office in Kake, AK. When a proposal packet is requested by email or picked up in person, the requestor will be asked to register by providing his/her name, title, phone number, business name and address, and email address. For specific questions about the project or content of this proposal packet, please contact Jon Wunrow at (907) 617-9956 or email jonwunrow@gmail.com.

**Overall Project Timeline:** A&E work is expected to begin by March 15, 2024 and be completed so that a construction bid can be advertised by September 30, 2024.

## PROJECT DESCRIPTION

OVK has received funding to design and construct a Tribal House in Kake.

The principal components of this project are to construct a app. 4000 – 5000sf building to serve as a gathering place for community events and meals, practice and performance center, with good enough lighting to have cultural relevant class activities of carving, sewing, graphic design, painting large panels, and climate-controlled storage space. The building will be designed to include the basic lines and features of a traditional Clan/Tribal House in SE Alaska.

The proposed building design should accentuate the natural surroundings, and to the extent possible, utilize large diameter red and yellow cedar or if need to be large round diameter spruce trees that can be adzed to shape, or locally milled cedar and other types of locally available wood. Additional special focus should be placed on designing and constructing a building that is energy efficient and that minimizes operational utility costs.

The project A&E contractor will be requested to design facilities that are as “Covid Resilient” as possible. These design elements may include a walk-up window for food serving, appropriately spaced furnishings, HVAC system with more frequent air exchange, etc.

The project construction area is located within the village of Kake, Alaska. The lot that will likely be used where the Front of the Tribal House will be facing the water, will need to be cleared, grubbed, filled and compacted.

The contractor will be required to coordinate all activities with OVK’s project manager, Jon Wunrow. The anticipated start of construction for this project is Winter, 2024, so all activities outlined in the agreed upon A&E scope of work must be completed by September 30, 2024.

## REQUIRED SERVICES

The Required Services (Scope of Work) will include, at a minimum, the following elements:

1. **General** - Coordination with the OVK Project Manager and Executive Director.
2. **Community Meetings:** One or more community meetings will be held to gather community input regarding facility functional use and design.
3. **Conceptual Design:** The Conceptual Design will include exterior artist’s renderings, floor plans, elevations, and materials recommendations for the app. 4000 - 5000sf facility. Actions in the Design Phase will include Owner Review, and Revisions by Design Team.

4. **Schematic Design** - The Schematic Design will include preparation of as-built drawings as well as floor plans, materials recommendations, and energy efficiency approach for the facility as described in the “Project Description” section above.
5. **Design Development** - Deliverables will include 65% floor plans, including architectural, mechanical, and electrical designs. Documents shall illuminate ventilation systems, plumbing systems, power, lighting, proposed equipment configurations, construction methodology, a comprehensive cost estimate, and proposed construction timelines.
6. **Final Design/Construction Documents** – Final construction documents will be completed for the project and submitted for owner approval, including detailed drawings and specifications, and approval by the State Fire Marshall’s office. All comments will be incorporated into 100% construction-ready bid documents. Construction Documents will include completion of contract documents sufficient for soliciting bids. Bid documents should include 100% cost estimate.
7. **Permitting** – The contractor will assist the OVK Project Manager with identifying and pursuing all State of Alaska and any other permitting and code requirements that will be necessary for project completion, including but not limited to permits for construction, and State Fire Marshall.

## PROPOSAL CONTENTS and EVALUATION CRITERION

Each proposal is limited to fifteen (15) pages (excluding cover and dividers), and should include the following:

1. Cover Letter: Letter should identify a general understanding of the project, project approach, and contact information, including: name, address, phone number, and email address of the lead person able to contractually commit the contractor to the content of the proposal.
2. Project Manager and Project Team Experience: (15 points) Identify the Project Team, including sub-contractors, expertise, and experience with similar projects including construction and/or renovation of industrial buildings in, knowledge and/or expertise in designing similar facilities, experience working in small remote Alaskan communities, and any experience designing buildings that reflect traditional lines and styles of Clan/Tribal houses in SE Alaska. Responses shall profile three relevant projects, illustrating the following:
  - Project name, location, and project costs
  - A brief description of the project
  - The firm's role in the project
  - Project Team member roles in the project
  - A project reference and contact phone number.
3. Approach to the Project and Quality Assurance: (40 points) Describe your approach to this project that addresses all the “Required Services” noted above, as well as designing to accentuate the natural surroundings. The description should identify an understanding of the project description and ultimate use of the facility as a Tribal House that includes a gathering place for community events and meals, practice and performance center, and climate-controlled storage space. The building will be designed to include the basic lines and features of a traditional Clan/Tribal House in SE Alaska. Outline your processes/procedures for providing quality assurance, and quality and cost control throughout the life of the project. Also describe your approach to working with the Tribe on this project.
4. Approach to Energy Efficiency & Covid Resilience Features: (15 points) Describe your plans for including energy efficient materials and construction techniques. Describe Covid resilience features to be incorporated in the design.
5. Approach to Incorporating Multi-Function Design Components to Increase Community Use: (10 points). Describe design features that will allow the building to be used for community events and activities.
6. Schedule: (10 points) Provide a realistic schedule for all activities outlined above, including proposed start dates, deliverable dates, and estimated completion dates.

7. Cost Proposal: (10 points) Provide a detailed breakdown of the project budget and “not to exceed” amount to perform the full design and construction services identified for this project<sup>1</sup>. Budget should be based on completion of specific milestones (preliminary design, final design, etc.).

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<sup>1</sup> The fee for basic services must be either a fixed price or a cost reimbursement with an agreed maximum. The use of the cost-plus-a-percentage of construction cost forms of compensation are specifically prohibited.

## SUBMISSION PROCEDURE

Five (5) copies of the proposal package must be received on or before **5:00 P.M. on ~~January 31, 2024~~, February 27, 2024**. They shall be addressed to:

OVK  
Attn. Jon Wunrow/Long House Project  
P.O. Box 316  
Kake, Alaska, 99830

Or

Emailed to: [jonwunrow@gmail.com](mailto:jonwunrow@gmail.com)

Or

Dropped off at the OVK office at 541 Keku Road, Kake, Alaska to the attention of Jon Wunrow, Project Manager.

Proposals shall be sent in a sealed envelope or email, and clearly marked: "*Proposal – A&E for Tribal House*" in the lower left corner, and with the submitter's signature over the seal of said envelope or package. All responses received by OVK shall be time stamped but not opened and shall be stored in a secure place until opening.

Proposals will not be accepted via fax or email. Submittals received after 5:00pm on ~~January 31, 2024~~, **February 27, 2024**, shall not be considered under any circumstances. So, please make appropriate mailing or air freight delivery considerations, given the community's remote location.

## SELECTION AND TIMELINE

A review committee designated by the OVK's Tribal Council will open, review, and score the submittals independently on or before ~~February 19, 2024~~, **February 28, 2024**. The review committee will then summarize the results and identify the top-ranked firm(s). One or more firms may be selected for subsequent oral interviews. If oral interviews are desired, they will be held ~~February 20-22, 2024~~, **no later than March 4, 2024**. Those firms selected for interview will have the opportunity to discuss their proposal, present their past experience in similar projects, and their overall project approach. If more than one candidate is interviewed, a weighted scoring criterion will be used. OVK reserves the sole right to determine which responses meet the submission criterion (as outlined in this RFP) and to select the winning submittal. A "Notice of Intent for Selection" will be made on or before ~~February 23, 2024~~, **March 4, 2024**. All applicants will be notified of the selection decision within ten (10) days of the selection decision. Final award of the contract will be contingent upon the successful negotiation of an Agreement for Scope of Work and Fees. If negotiation with the top-ranked firm is unsuccessful, the OVK will enter negotiations with the second-ranked firm.

The ~~proposed~~ **revised** schedule for consultant selection, subject to change, is as follows:

1. Advertise for Proposals	Feb. 6 – 27, 2024
2. Deadline for Receipt of Proposals	Feb. 27, 2024, 5pm
3. Opening and Score Proposals	Feb. 28, 2024
4. Notify Firms for Oral Interviews (if needed)	Feb. 28, 2024
5. Contractor Interviews (if needed)	Mar. 4, 2024
6. Notice of Intent Award	Mar. 4, 2024
7. Notice to Unsuccessful Bidders	Mar. 5, 2024
7. Execution of Agreement w/Contractor	Mar. 15, 2024
8. Begin A&E Contract Timeline	Mar. 15, 2024
9. A&E Contract Work Completed	Oct. 31, 2024
10. Project Advertised for Construction Bids	Oct. 31, 2024

## **ADDITIONAL TERMS AND CONDITIONS**

All bidders are encouraged to review federal contract provisions for “Non-Federal Entity Contracts” found in 2CFR Part 200.

The successful proposer will be required to provide OVK:

- Proof of adequate Errors and Omissions Insurance;
- Proof of adequate liability insurance for all employees;
- Invoicing on a regular schedule as approved by OVK;
- Signed contract.
- Proof of registration in SAM (System of Award Management)

The OVK reserves the right to reject any and all Proposals and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for Contract Services does not obligate OVK to pay any costs incurred by respondents in the preparation and submission of a Proposal. This solicitation does not obligate OVK to accept or contract for any expressed or implied services. Furthermore, the OVK reserves the right to award the contract to the next most qualified Contractor if the selected Contractor does not execute a contract within twenty-one (21) days after the award of the proposal.