



**Request for Proposals and Statement of Qualifications  
PROFESSIONAL PROJECT MANAGEMENT SERVICES  
For Childcare Center Renovation Project**

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**1. Project Overview**

Project Background

Cook Inlet Tribal Council, Inc. (CITC) is a tribal non-profit organization serving Alaska Native and American Indian people living in Southcentral Alaska. CITC helps individuals achieve their full potential through an array of support services including education, employment and training services, workforce development and programs supporting healthy families. For more information refer to [www.citci.org](http://www.citci.org).

CITC has leased a facility located at 800 Northway Drive, Anchorage, AK 99508 with the intention of remodeling it to serve as a childcare center. CITC is soliciting statements of qualifications and fees for professional project management services to guide CITC in support of this project. The selected Project Manager will assist CITC in soliciting and selecting a Design-Build team, will serve as Construction Manager and insure final design and construction meet all applicable local, state and federal regulations for childcare centers and Early Head Start.

Please notify CITC if you are interested in this opportunity so that we can contact you if there are any RFP amendments.

CITC has tentatively been awarded funding to complete this project, and some modification of project process and documentation may be required to fit the final grant language.

Project Description

The facility most recently operated as the Kogi Restaurant. The site is zoned Light Industrial, I-1 and as such use as a childcare center is permitted under "old Title 21" subject to a Conditional Use Permit. The Conditional Use Permit is in hand.

The preliminary designs call for remodeling the interior to support 72 children ages 6 weeks to 36 months, and the appropriate level of staff. An exterior playground will be added along with required improvements to the parking area and landscaping in compliance with applicable codes and regulations.

#### Project Budget

Funding for this project comes from the federal Office of Head Start. Construction is estimated at \$1.7 million with a total project budget of \$2.5 million. All federal procurement processes must be followed and regulations on wage rates under Davis-Bacon must be followed.

#### Project Schedule

Preliminary designs and cost estimates were completed as part of the application for the Conditional Use Permit. Time is of the essence, and the facility should be complete and ready for occupancy by late 2016.

#### Project Approach

Subject to approval by the federal Office of Head Start, it is the intention of CITC to utilize a Design/Build approach to the design and construction of the project. It is expected that the Project Manager will help CITC draft the solicitation for Design/Build services and will participate in the selection process for the team. CITC also requires a Native-hire preference in all projects and activities per its authority under PL 93-638, including collaboration where appropriate with CITC's Employment and Training Department.

## **2. Project Manager Selection Process**

Proposals received in response to the RFP will be reviewed by CITC. The selection committee may, at its discretion, decide to interview the short listed firms. The selection process will comply with CITC's procurement requirements to ensure a fair and open competition. CITC will in its sole judgement select the best candidate for this contract.

## **3. Scope of Work**

Project management services will be required for assistance in selecting a design/build team, negotiating the design/build contract, and overseeing the design work and construction during all phases of this project.

If fully authorized, the Project Manager will be responsible for the following tasks:

- Ensuring the project meets the Owner's goals
- Keeping the project within budget and on schedule
- Oversight of the design/build team contract
- Compliance with funding agency requirements
- Oversight of permitting and other regulatory agency requirements

- Oversight of procurement of furnishings and equipment
- Coordination and oversight of commissioning of the new facility.

#### 4. Selection Criteria

The following criteria will be the basis of evaluation:

- A. Experience and technical competence of key personnel with project management in the following areas
  - Childcare centers
  - Projects with federal funding
  - Projects using the Design/Build approach
  - Renovations
  - Value engineering
- B. Availability of resources to manage the project in a timely and responsive fashion.
- C. Project approach and ability to manage the project successfully.
- D. Fee proposal, lump sum basis. Please note assumptions and exclusions with a lump sum for all services.

CITC is an equal opportunity employer (EEO) and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, physical handicap, sex, marital status, changes in marital status, pregnancy or parenthood.

To the greatest extent feasible and under the authority of PL 93-638, CITC will give preference in entering into contracts and similar agreements to Alaska Native and American Indian tribes, organizations and economic enterprises.

#### 5. Submittals

To be considered, all Proposals must be submitted on or before 9:00 am Alaska Time on Thursday March 3, 2016.

Submission should be submitted electronically to [pbenz@citci.org](mailto:pbenz@citci.org).

#### 6. Proposal Content and format

Proposals should respond directly to the evaluation criteria for this project. Clarity and brevity are encouraged. Limit submittals as follows,

Cover letter	2 pages maximum
Response to criteria	10 pages maximum
Resumes	2 pages maximum

The following addresses the specific content expected for each section.

Cover letter

Briefly state your understanding of the services to be performed and why your firm is the best qualified to provide them. Identify who will be the Project Manager and whether additional staff will be assigned to the project. Provide the name and contact information of the individual who is authorized to make representations and commitments for your organization.

Response to Criteria

Provide a summary of recent project experience of the proposed project manager with the types of projects/tasks listed. For each project include information on the firm's/individual's role on the project, the scope and size of the project, the project budget, and a name and contact information for the Owner or Owner's representative.

Availability of resources to complete the project in a timely and responsive fashion.

Provide information on the resources available to your firm which indicates your capability to complete this project in a timely manner. Indicate current staffing and available technology. Identify current projects now underway, staff commitments to the projects and schedule for completion.

Project approach and ability to manage the project successfully.

Provide a work plan demonstrating your approach to this project. Address how communications will be handled with the design/build team and the Owner, and how your firm will propose to keep the project on time and within budget.

Resumes

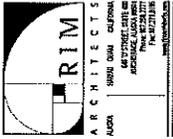
Provide resumes for key personnel who will be assigned to this project. Include references and contact information for the two most recent relevant projects for each key individual.

Fees

Propose a **lump sum price** for this scope of work. Please note if pricing would be impacted by a change to a Design-Bid-Build process and indicate alternative price, if any, for that scenario.

Questions or requests for additional information should be addressed to Pita Benz at [pbenz@citci.org](mailto:pbenz@citci.org).

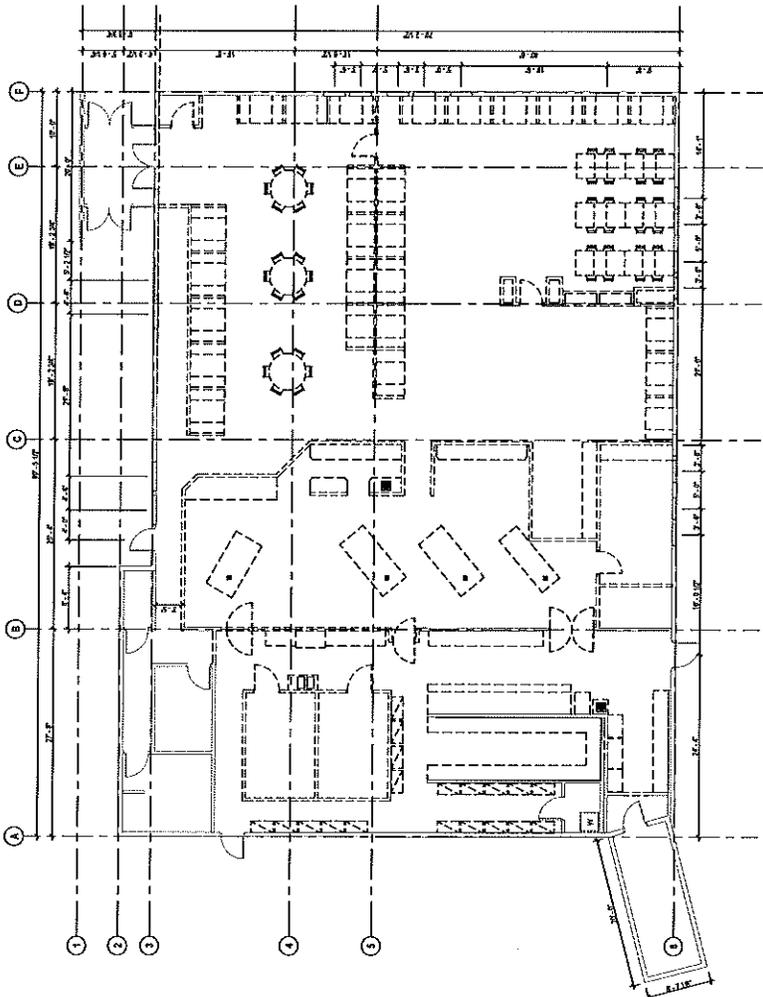
Copy of the initial concept design is attached.



PROJECT: C11C EARLY HEAD START BUILDING  
 ADDRESS: 800 NORTHWAY DRIVE, ANCHORAGE, AK 99508  
 SHEET: DEMO FIRST FLOOR PLAN

NO	DESCRIPTION	DATE
1	ISSUE FOR PERMIT	10/20/10
2	ISSUE FOR CONSTRUCTION	12/15/10
3	ISSUE FOR OCCUPANCY	01/15/11
4	ISSUE FOR AS-BUILT	03/15/11
5	ISSUE FOR ARCHIVE	05/15/11
6	ISSUE FOR DEMO	07/15/11
7	ISSUE FOR REDEMPTION	09/15/11
8	ISSUE FOR REDEMPTION	11/15/11
9	ISSUE FOR REDEMPTION	01/15/12
10	ISSUE FOR REDEMPTION	03/15/12
11	ISSUE FOR REDEMPTION	05/15/12
12	ISSUE FOR REDEMPTION	07/15/12
13	ISSUE FOR REDEMPTION	09/15/12
14	ISSUE FOR REDEMPTION	11/15/12
15	ISSUE FOR REDEMPTION	01/15/13
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20	ISSUE FOR REDEMPTION	11/15/13

SHEET: D101



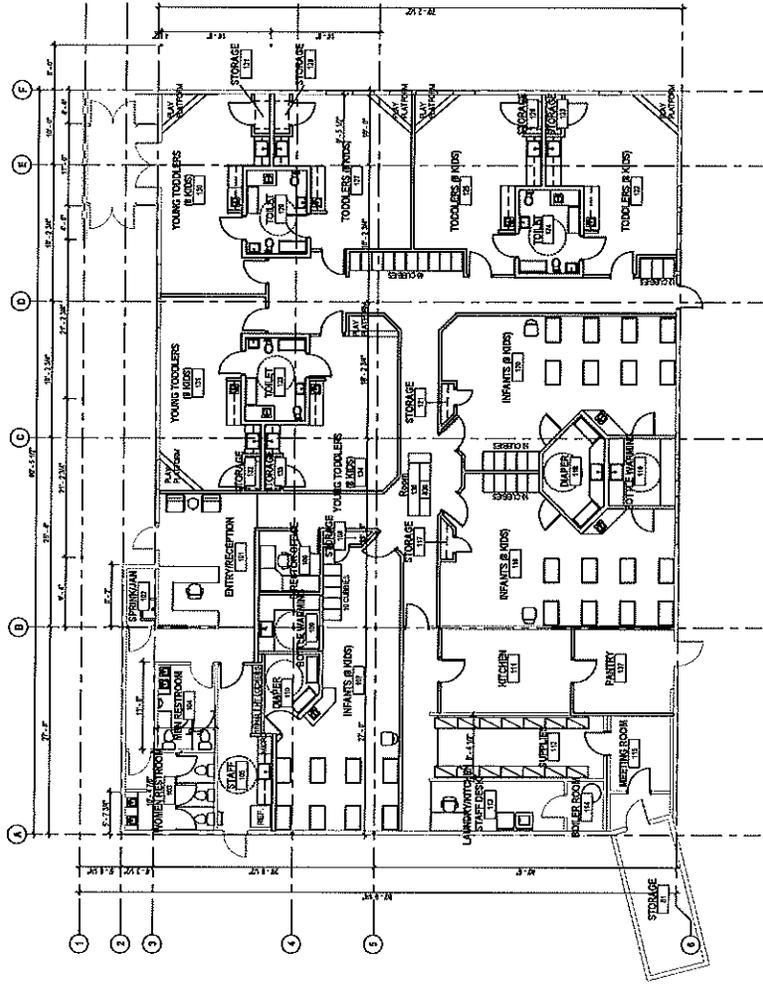
1 DEMO FIRST FLOOR PLAN  
 1/8" = 1'-0"



PROJECT TITLE: CTRC EARLY HEAD START BUILDING  
 ADDRESS: 800 NORTHWAY DRIVE, ANCHORAGE, AK 99508  
 SHEET NO.: FIRST FLOOR PLAN

NO.	DESCRIPTION	DATE
1	ISSUE FOR PERMIT	05/15/08
2	ISSUE FOR CONSTRUCTION	05/15/08
3	ISSUE FOR OCCUPANCY	05/15/08
4	ISSUE FOR AS-BUILT	05/15/08
5	ISSUE FOR ARCHIVE	05/15/08

**A101**



**1**  
 FIRST FLOOR PLAN  
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