COOK INLET TRIBAL COUNCIL
People. Partnership. Potential.

REQUEST FOR PROPOSAL

For:

COMPREHENSIVE LONG-TERM FACILITIES MAINTENANCE PLAN

COOK INLET TRIBAL COUNCIL, INC
3600 San Jeronimo Drive
Anchorage, AK 99508

April 19, 2023

SUBMISSION DEADLINE MAY 10, 2023 5:00 PM

I. Project Overview:

Cook Inlet Tribal Council, Inc. is a tribal non-profit organization headquartered in Anchorage. CITC is requesting proposals for development of a comprehensive long-term facilities maintenance plan as detailed below. The plan will cover all 7 of CITC owned facilities; Nat'uh 3600 San Jeronimo Drive, Quech'henu 3880 San Jeronimo Drive, Clare Swan Early Learning Center (CSELC) 800 Northway Drive, and Denelchin 7710 Grass Creek Road. The plan will also cover the CITC's residential facilities Chanlyut 3149 Mountain View Drive, and Ernie Turner Center (ETC) 30881 Eklutna Lake Road.

- The Nat'uh building is a four-story class A office building completed in 2005, with 73,389 gross square feet. The main occupant is Cook Inlet Tribal Council, with one tenant on the fourth floor.
- Quech'henu is a two-story annex with 11,315 gross square feet completed in 2009 and is located on the same lot as Nat'uh.
- CSELC is a 7,500 square foot, single story, child-care center renovated in 2016.
- Denelchin is a 17,289 square foot, education center, and fabrication lab building renovated in 2023. CITC occupies two suites, with one tenant occupying 3,104 square feet.
- The Chanlyut facility is a 7,764 square foot, single story, residential treatment center completed in 2011 that can house up to 40 residents, and support staff.
- ETC located in remote Eklutna, is an 11,134 square foot, two-story, residential treatment center, completed in 2018 that can house up to 16 residents, and support staff.

For more information on CITC, please visit www.citci.org.

II. Scope of Work

Contractor will inspect all properties included in this project and provide CITC with the following:

- Detailed report evaluating the current physical state of each facility, addressing all aspects including but not limited to structural, mechanical, architectural, electrical, HVAC, plumbing, roof. Interior finishes such as paint, carpets and flooring will be addressed.
- Report will itemize needed repairs in order of priority.
- Report will provide a recommended maintenance and /or replacement schedule for all major building system components such as HVAC, fire suppression, elevators, etc.
- Report will include recommended standards of quality CITC should implement for day to day maintenance and repairs , including recommended best practices in building maintenance and strategies to help maintain the value of the building over time.
- Report will note recommendations for changes or upgrades that would improve operating efficiencies for the facilities.

Please note completion of needed repairs is not included in the scope of work.

III. **Submissions**:

CITC will in its sole judgement select the best candidate for this contract.

Please submit a statement of qualifications and a fee proposal to:

Wesley Holloway
Director of Facilities Operations
Cook Inlet Tribal Council, Inc.
3600 San Jeronimo Drive
Anchorage, AK 99508

Deadline for Submission: 5:00 pm May 10, 2023. Electronic submissions are preferred.

Please, direct all questions regarding the submissions to Wesley Holloway at wholloway@citci.org.

To arrange a tour of the facilities please contact: William "Buck" Dumont, CITC Facilities Operations Manager at William.Dumont@citci.org

IV. Hiring Preference:

Alaska Native/American Indian & Small, Minority and Women-Owned Business Preference: 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, and Small, Minority and Women-Owned Businesses. Submit Documentation that the Contractor is an AIAN or Small, Minority, Women-Owned business concern (if applicable).

Statement of qualifications must include:

- Cover Letter including a brief history and description of your firm. Include size (by number of employees and/or revenues) and areas of specialization. The cover letter must signed by an authorized officer of the company.
- Examples of current and previous experience providing comprehensive facilities plans.
- Brief description of the anticipated process to develop the plan including proposed delivery date for final report.
- Fee schedule for services: lump sum or hourly rates with a maximum contract not to exceed amount.
- References: CITC seeks entities with a proven track record in providing similar services for corporations in Alaska. Please provide three references, including contact name, title, telephone number, and name and location of firm.

V. Insurance

Proposers must have, at minimum, the following insurance coverage in place

a. Commercial General Liability ("CGL"). CGL coverage with respect to claims, losses and liabilities which may result directly or indirectly from the Work required in this Agreement, with limits of not less than $1,000,000 each occurrence and $2,000,000 general aggregate. CGL coverage shall include coverage for premises and operation, products/completed operations, product liability, blanket contractual liability including coverage for Independent Contractor's contractual indemnities, and Independent Contractors and shall be on an "occurrence" basis.

b. Workers Compensation. Workers' Compensation coverage as required by law, together with Employers' Liability ("EL") coverage and with minimum coverage limits of $500,000 for bodily injury by disease and/or accident.

c. Automobile Liability ("AL"). AL coverage with limits of not less than $300,000.00 combined single limit and written on an occurrence basis.

d. Professional Liability ("PL"). PL coverage with respect to claims, losses and liabilities which may result directly or indirectly from the Work required in this Contract, with limits of not less than $1,000,000 each occurrence and $1,000,000 general aggregate. PL coverage shall include coverage for premises and operation, products/completed operations, product liability, blanket contractual liability including coverage for Independent Contractor, and Independent Contractor's contractual indemnities, and shall be on an "occurrence" basis.