

**NATIVE VILLAGE OF EYAK  
CEC BUILDING DENTAL RENOVATION  
REQUEST FOR PROPOSAL  
August 18, 2023**

**I. INTRODUCTION**

The Native Village of Eyak (NVE). is seeking Architectural and Engineering services to design a renovation project for a portion of the Cordova Electric Cooperative (CEC) building located at 705 Second Street, Cordova, Alaska. The renovation objective is to create space for a duplex dental suite with reception and waiting area. The work will include the interior renovation of approximately 1,400 sq-ft and includes architectural, mechanical, electrical, and plumbing. All dental equipment will be owner furnished owner installed (by Burkhardt Dental).

**II. SUBMITTAL REQUIREMENTS**

*Proposal Submittal Deadline:* To be considered, a complete sealed proposal package, in the format requested, must be received by Victor Weaver at the address shown below by **4:00 p.m. Alaska Standard Time (AST), September 22, 2023**. Proposals received after this deadline will not be accepted and will be returned unopened to the responding firm. Faxed copies will not be accepted. Required Number of Submittal Copies: five (5) copies. Cover Letter: The main proposal should include a cover letter that is a maximum 1 page in length. A person legally authorized to bind the Proposer to the proposed project must sign this letter.

Mark Submittals as Follows: ***“Architectural and Design Services for Renovation for Dental Space CEC Building, Native Village of Eyak.”*** In addition, one (1) copy of the Price Proposal must be submitted in a separate sealed envelope marked: ***“Construction Manager/General Contractor Price Proposal – Renovation for Dental Space CEC Building.”***

Address or hand-deliver sealed proposals to:

Victor Weaver  
Native Village of Eyak  
110 Nicholoff Way  
Cordova, AK 99574

Or Mail at:  
PO Box 1388  
Cordova, AK 99574

**Questions** – All questions relating to the content of the RFP must be made in writing and received by Victor Weaver at: [victor.weaver@eyak-nsn.gov](mailto:victor.weaver@eyak-nsn.gov) by **4:00 p.m. Alaska Standard Time (AST), September 16, 2023**. All emails submitted shall include “CEC Dental Renovation Design Services” in the subject header.

In the event it becomes necessary to revise any part of this RFP, an addendum will be provided. Pertinent and useful information will be posted on the Native of Eyak’s website. All submitters shall include a statement in their cover letter validating have reviewed all information available prior.

NVE reserves the right to postpone or revise the date and time for receipt of proposals at any time prior to the time announced.

### **III. PROJECT INFORMATION**

#### Project Owner

The Native Village of Eyak will own and operate the Cordova Electric Cooperative building (they are currently in contract to purchase the property).

#### Project Site

The project is located on the first floor of the Cordova Electric Cooperative (CEC) located at 705 Second Street, Cordova, Alaska.

A Property Condition Assessment survey was completed in March 2017 by Benteh-EEIS, LLC for the CEC building. This report contains information which may be useful in understanding the scope of work. Copies may be downloaded by the NVE website at: [www.eyak-nve.gov](http://www.eyak-nve.gov) XXXXXXXX

#### Project Scope

The general scope includes space for: duplex dental suite, reception area, waiting area, converting existing restroom for ADA compliance, panoramic X-ray room, mechanical room.

This is a Request for Proposals (RFP) from qualified architectural/engineering firms to provide services for the design and construction renovation of approximately 1400 sq-ft of existing space to convert for the use in dental services. The Native Village of Eyak, NVE, will be using the Construction Manager / General Contractor (CMGC) alternative delivery method for this project. The goal is to reduce the overall time of the project, thereby allowing occupancy and beneficial use of the facility to take place sooner than would otherwise occur using the traditional design-bid-build method.

There will be three main tasks to this architectural contract. Task 1 will consist of the architect/engineer providing technical assistance to NVE during the selection of a CMGC.

Task 2 of the project includes preparing detailed design and construction drawings of the facility including specifications, construction costs, and schedule. Close coordination with the selected CMGC will be crucial to

this task. This task will also include all obtaining all permitting. The architectural firm will obtain Fire Marshal approval for the project.

Task 3 will be for construction services such as inspection, oversight, review of submittals, conformance to the facility design, change orders, and project closeout. We anticipate that there will be considerable overlap in the timing of these tasks.

Project Schedule

It is the Owners intent to begin using by the 1<sup>st</sup> of December 2023 or sooner if possible. Early delivery of the project is beneficial to the Owner. A key task of the CM/GC will be to review and assist in the finalization of the project schedule including design and identifying long lead items. A formal schedule shall be negotiated once the contractor is selected.

Proposals will be evaluated, scored, and ranked on the following criteria (total 100 points):

Criterion number	Selection Criterion	Maximum Points
A	Project Team and Key Personnel Experience	25
B	Experience with the CMGC process and Proposed Schedule	25
C	Interview	20
D	Cost of Service	20
E	Native Owner Firm	10
	<b>Total possible points</b>	<b>100</b>

**A. Experience with this type of project.** Describe the team’s experience with the design and construction of dental or healthcare facilities of similar size and scope. Detail the design engineer and architect’s experience and background. Tell us about the experience and background of each company that is part of the team. Demonstrate clearly that you or a sub-consultant member of your team has the experience and structural qualifications necessary to design the dental clinic.

**B. Experience with the CMGC process.** We are looking for details about projects and examples of work you have done along with a demonstrated ability to save time via this process. For the proposed schedule of completion, we prefer that you show this in a Gantt Chart with the critical path identified. What suggestions do you have to accelerate the schedule while still staying within budget?

**C. Interview.** As part of the selection process a key representative from your firm assigned to this project must be present to participate in an interview with the Selection Committee. Interviews shall be conducted through a virtual online meeting.

**D. Cost of Service.** This will be evaluated objectively with the lowest cost receiving full credit on the points. The remaining proposals will receive a proportionate score accordingly. Show anticipated hours broken out by three main tasks described above and sub-tasks as you see fit. **This must be submitted in a separate, sealed envelope.**

***E. Native Preference*** Ten (10) points will be included for any Native Owned firm. Please provide proof of enrollment status for consideration.

**VIII. PROPOSED CHECKLIST**

- a. Transmittal Letter signed by person duly authorized by firm.
- b. Requests for Proposal Document (5 copies)
- c. Price proposal in sealed envelope (1 copy).

**END OF REQUEST FOR PROPOSAL**