



Kodiak Island Housing Authority

REQUEST FOR PROPOSAL

RFP # 24-02

**EMERALD HEIGHTS
SENIOR HOUSING EXPANSION**

FEBRUARY 2024

Prepared By:

Kodiak Island Housing Authority
Procurement Department
3137 Mill Bay Road
Kodiak, Alaska 99615
(907) 486-8111
Email: procurement@kiha.org

Request for Proposal RFP # 24-02
Emerald Heights Senior Housing Expansion
February 2024

The Kodiak Island Housing Authority (KIHA) is soliciting design/build proposals to expand senior housing options in Kodiak Alaska. The successful proposer will lead and coordinate all aspects of the design, procurement, construction, contract administration and post-construction activities.

All proposals must be received at Kodiak Island Housing Authority (KIHA), 3137 Mill Bay Road, Kodiak, AK 99615 by Friday, March 29, 2024 at 2:00 PM Alaska Daylight Time to be considered. Any proposals received after that time and date will be considered nonresponsive. Proposals will be reviewed and evaluated on Monday, April 1, 2024.

Vendors should familiarize themselves with the entire packet. Upon receipt of the RFP, all vendors who intend to submit a response to this RFP should complete Attachment # 1 (Acknowledgement of RFP and Intent to respond) and return to procurement@kiha.org.

KIHA will not be bound by any oral interpretations of this RFP. Questions are encouraged, and should be sent in writing via email to procurement@kiha.org by March 19, 2024 at 2:00 PM.

Please mark your proposal envelope or electronic proposal as follows:

Emerald Heights Senior Housing Expansion – Do Not Open
Kodiak Island Housing Authority
3137 Mill Bay Road
Kodiak, AK 99615
Attention: Procurement Department
RFP # 24-02

Preference will be given to American Indian/Alaska Native owned firms and individuals are encouraged to participate. Preference in the award of this contract will be given to Indian-owned economic enterprises and individuals. The project is subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C 450 e(b)). To qualify as an Indian-owned enterprise, the proposal must include documented evidence that the enterprise is at least 51% Indian-owned and evidence of operation and control showing a substantial involvement in the day-to-day management and business activities of the enterprise. Consultants must certify whether they are an Indian organization or Indian owned economic enterprise, or how opportunities for employment will be given to Indians for this project.

Emerald Heights Senior Housing Expansion

KIHA wishes to expand its existing senior housing complex to include a separate 20+ unit complex on the vacant lot adjacent to Emerald Heights. Emerald Heights apartment building is a 3 story, 32-unit development located on Near Island in Kodiak Alaska. Construction was completed in 2015 and is currently fully occupied. This new development should complement the existing features of Emerald Heights and provide amenities not currently offered at the existing property.

1. Scope of Work:

The Design-Build Team shall design, procure, construct, install, and commission the following elements of the overall work.

Phase I (Spring of 2024)

- Completion of Schematic Design
- Completion of Class “B” Budget

Phase II (Summer 2024) (Timing dependent on Phase I completion)

- Completion of Class “A” Budget
- Site preparation

Phase III (Winter/Spring/Summer 2025)

- Supply and installation of a complete turnkey 20+ Unit senior housing facility
- Parking Area
- Enclosed common area
- Lighting and Landscaping

1. Guiding Principles of Design for the Project:

- Design Guidelines: The design shall adhere to State of Alaska, City of Kodiak, and Kodiak Island Borough Building Code standards.
- Life Cycle Cost Analysis: The design shall consider the life cycle cost benefits of the materials, equipment, and systems that are incorporated in the overall design.
- Energy Conservation/ Renewable Energy Technologies: Design solution shall include reasonable energy conservation and efficiencies appropriate to the scope of the project.
- Other possible design considerations:

The suites will contain bathrooms which are fully accessible with barrier free showers or tubs to allow for sitting or standing, bedrooms with full closets, cabinetry with sink and full-size fridge, storage rooms, and modest living room area which provides ample room for furniture with wall mounted TV stands.

Pet Friendly units on ground floor

External entrances on ground floor

Private back patios on ground floor

Maintain views as appropriate

Minimize noise from channel, cannery, road, and boat yard

Tie into existing building as appropriate

Minimize sound between apartments

Laundry in units

Accessible Garbage disposal area

Easy access to front of building for cars and winter access

Other selected design quotes from Senior Cohousing book by Charles Durrett:

“A community of individualists”

“General interest among high-income prospects was low – these individuals had very particular demands and expectations and found the apartments to be too small.”

“The designs should be readily adaptable for sudden and unexpected needs of residents, including the possibility for residents to easily swap units.”

“Custom construction is typically twice as expensive as production construction; and the custom home experience is the opposite of the cohousing experience.”

“An accessible path of travel should connect the parking and primary pedestrian entrance for the community to all common facilities and to all residential units. All paths should be well lighted.”

“Entrances to all units and common facilities should be devoid of steps and have low thresholds...All entrances should have 36-inch-wide full light doors and be well lighted.”

“If site density requires second floor units, entrances should be off a common balcony that is in turn accessed by an elevator.”

“Every unit should have an open plan (kitchen, dining, and living all in one great room.”

“Interior unit doors should have at least a 32-inch clearance and lever handles...”

“A 42-inch-wide circulation route should exist throughout all the units...”

2. Proposer Qualifications and Experience

The purpose of this section is to determine the ability of the Proposer to complete the work. Proposers must describe and offer evidence of their ability to meet each of the qualifications listed below:

A. Understanding of the Project

Provide a written statement demonstrating the proponent’s understanding of the project requirements and scope of work.

B. Quality of the Team

Identify each proposed member of the team including all internal and external resources to be dedicated to the project. Outline the specific qualifications and related experience as well as office location of team. Provide documentation of demonstrated ability to manage the project.

C. Communication and Management Skills

Provide demonstrated ability to communicate effectively and to achieve the Project intent and objectives. Summarize the strategies that will ensure a successful completion of the project within a reasonable period of time. Identify all the internal and external resources to be dedicated to this Project by listing all resource consultants, engineering consultants and other specialty consultants. Identify methods for addressing key Project issues and usual steps to resolve the issue(s).

D. References

A representative listing of similar completed projects must be submitted, including references and contact information of the owner (client) for each identified project.

Evaluation:

Evaluation of the RFP will be based upon the points for each topic identified as follows:

Submission received by closing date and time	pass/fail
Signed Conflict of Interest Form – see (Appendix A)	pass/fail
Ability of Proposer to complete the work	pass/fail
Proposer is Bondable	pass/fail

A. Company History, Attributes and Management Philosophy: 10 Points

1. Provide a brief description of your company history.
2. Describe the attributes of your company.
3. Summarize your management approach; skills and strategies that will demonstrate successful Project delivery.

B. Qualifications: 25 Points

1. List principal senior housing or similar projects completed in last five years in which your company provided expertise, including satisfactory completion of projects by means of design build.
2. Provide company financial references.

3. List the relevant major projects your firm is currently involved in.

C. Human Resources:

20 Points

1. Identify primary personnel including the Principal person who will be responsible for the Project, including all sub-contractors, including qualifications and experience (resumes to be attached).
2. Identify the breadth of personnel resources that your firm could bring to this Project from within your total organization including familiarity with seniors housing.

D. Schedule, Quality, Risk, Cost Management:

25 Points

1. Describe your company's approach to achieving critical Project schedule milestones and deadlines.
2. Provide a Project Delivery Schedule
3. Provide your company's approach relative to quality control, provide examples.
4. Identify your company's approach to risk assessment/risk management.
5. Describe your company's approach when dealing with unforeseen problems.
6. Describe your company's ability to develop creative or alternative solutions for the project.
7. Indicate your approach to cost control during the project to ensure that the costs are within the approved budget.
8. Describe your company's approach to design build, construction management, including membership of team and role of members.

E. Service Fee should project not proceed:

5 Points

(For schematic and class "B" budget prior to construction start)
Cost of Lowest Fee receives 5 points, others pro-rated.

F. American Indian / Alaskan Native Preference.

15 Points

Interview/Oral Presentation following notification of the Short-List results. (If Required)

- Mandatory attendance: Principal-in-Charge.
 - The Proposer should utilize the available presentation time to convey their understanding of the Project requirements, including design build project delivery, and their specific abilities to achieve the scope of work.
- The Proposer should display their skill in: developing innovative solutions for program requirements, managing change, and being an effective communicator. This will be guided by a question period by the interview team made up of members from KIHA.

Acceptance of RFP Submissions

1. This RFP does not and shall not be deemed to initiate formation of a unilateral contract. The document is merely an invitation to qualified professionals to consider submitting documents for consideration by KIHA.
2. KIHA expressly reserve the right to evaluate, reject in whole or in part any or all proposals received at their sole discretion, select any one or more Proposers for further negotiation and possible award and execution of an Agreement for the Project.
3. Under no circumstance shall KIHA be held liable for any costs or claim by any person in respect of the issuance, consideration, any response or disposition of any response made to this RFP.
4. Following completion of the evaluation, KIHA will announce the outcome to all Proposers. The evaluation results will not be made public. KIHA will assess the Proposals in their entirety and are not bound to accept any one proposer.

Attachments:

Attachment #1: Designated lot location

Attachment #2: Rough Draft Design concept

Attachment #3: Emerald Heights existing structure pictures, layout and plans (provide download link to full Emerald Heights architectural design)

Attachment #4: Representations, Certifications and other Statements

Attachment #5: Non-Collusive Affidavit

Attachment #6: Contractor/Bidder's Indian Preference Statement

**Emerald Heights Senior Housing Expansion
RFP-Attachment #1
Acknowledgement of RFP and Intent to Respond**

All vendors who intend to submit a response to this RFP must complete this form and email it to:

Procurement Department
Kodiak Island Housing Authority
procurement@kiha.org

Any vendor, who fails to notify the Housing Authority of their intent to respond via this form, assumes complete responsibility in the event that such vendor does not receive all related communication prior to submission of their response.

Business Name: _____

Alaska Business License Number: _____

Contact Name: _____

Contact Phone Number: _____

Contact Fax Number: _____

Contact Email Address: _____

Mailing Address: _____

- I have reviewed the requirements of this RFP and intend to respond.
- I have reviewed the requirements of this RFP and do not intend to respond but desire to remain on the Housing Authority's vendor list.
- I have reviewed the requirements of the RFP and do not intend to respond, please remove my company's name from your vendor list.

Signature/Title/Date