



**REQUEST FOR PROPOSAL  
RFP # 25-01  
DIG AFOGNAK CABIN BUILDS**

**March 2025**

Prepared By:

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**REQUEST FOR PROPOSAL 25-01  
DIG AFOGNAK CABIN BUILDS  
NATIVE VILLAGE OF AFOGNAK**

The Kodiak Island Housing Authority (KIHA) is soliciting written proposals from responsive and responsible vendors for the delivery and assembly of two (2) cabin packages at the Native Village of Afognak’s “Dig Afognak” camp site on Afognak Island.

**SCOPE OF WORK**

The successful proposer will be responsible for the following:

- **Delivering** cabin packages from Kodiak to the Dig Afognak camp site.
- **Assembling** two (2) cabin packages at the camp site.
- **Supplying and installing** a pile foundation.
- **Providing and installing** ¾” tongue and groove plywood flooring.

**CABIN SPECIFICS (Supplied by NVA)**

- **Cabin #1 (Small Cabin):** SBS Black Bear 400 “EZ Builder Cabin Kit” (16’x20’)
- **Cabin #2 (Large Cabin):** SBS Caribou Hut (20’x24’)

*Per manufacturer specifications:*

*Most components weigh under 100 lbs. and can be handled by two people.*

*Pre-cut joists*

*Pre-assembled wall panels and rood trusses*

*No insulation or interior finishes*

The site has limited lodging and facilities, and a skid steer loader with an auger is available.

The contractor is responsible for transportation.

**PROJECT TIMELINE**

- **Spring:** April 1 – June 25, 2025
- **Fall:** August 6 – September 30, 2025
- **Completion Deadline:** All work must be completed by September 30, 2025

## PROCUREMENT COMPLIANCE & REQUIREMENTS

This project is funded under NAHASDA, follows 2 CFR 200 procurement standards, and is subject to HUD, tribal, and federal regulations, including:

- Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e(b))
- Davis Bacon Act Wage Requirements (Certified payroll reporting is mandatory to prevent contract disputes. KIHA will provide training if needed)
- 24 CFR 1000.52 (Indian Preference in Contracting)

## PREFERENCE STATEMENT

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 Indian involvement in the day-to-day management and business activities of the enterprise. Proposer 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.

## EVALUATION FACTORS

KIHA will evaluate and score proposals that meet the mandatory elements of the RFP according to the following criteria:

- |   |     |
|---|-----|
| • Company capacity, reputation, and prior history with KIHA | 25% |
| • Total project not to exceed amount                        | 50% |
| • Estimated Timelines for project completion                | 10% |
| • Alaska Native or American Indian Preference               | 15% |

## PROPOSAL SUBMISSION REQUIREMENTS

KIHA is requesting that a proposer provide a Not to Exceed price based on an estimate of the work required. This total price may be adjusted based on unforeseen issues, but the successful proposer must provide justification in writing and obtain approval prior to exceeding this amount.

- **DEADLINE:** Proposals must be received by 2:00 PM Alaska Daylight Time, Tuesday, April 1st, 2025
- **DELIVERY OPTIONS:**
  - **Hardcopy:** Proposals must be delivered to:
    - Kodiak Island Housing Authority
    - Attn: Procurement Department
    - 3137 Mill Bay Road, Kodiak, AK 99615
    - Clearly marked: “DIG AFOGNAK CABIN BUILD RFP # 25-01
  - **Email:** Proposals may be emailed to [procurement@kiha.org](mailto:procurement@kiha.org) and must be received no later than the deadline, according to the time received by KIHA’s email server.

It is the responsibility of the Bidder to verify they have all the parts of the contract documents, including all Addenda.

KIHA will not reimburse for any costs associated with preparing a response to this RFP.

## REQUIRED DOCUMENTS FOR AWARDED FIRM

The selected proposer must provide:

- State of Alaska Business License
- Certificate of Insurance as specified in the contract documents
- IRS Form W-9

## QUESTIONS & CLARIFICATIONS

Questions are encouraged and must be sent in writing to the Procurement Department at [procurement@kiha.org](mailto:procurement@kiha.org) by, Tuesday, March 25th, 2025. Responses will be provided to all known interested parties.

## AWARD & RESERVATIONS

- **AWARD DATE:** April 4th, 2025
- KIHA reserves the right to accept or reject any or all proposals and to waive any informalities or irregularities in the proposal process.
- No proposal shall be withdrawn for a period of (90) days after the deadline date for receipt of the proposal without the written consent of KIHA.
- This RFP does not constitute a contract or obligate KIHA to proceed with any services until a formal agreement is executed.

## TOTAL NOT TO EXCEED FORM

Estimated Timeline for Project Completion:

Begin Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Cabin 1:

\$\_\_\_\_ Hourly Rate Carpenter x Estimated Hours Carpenter \_\_\_\_\_ Hours =\$\_\_\_\_\_

\$\_\_\_\_ Hourly Rate Carpenter x Estimated Hours Carpenter \_\_\_\_\_ Hours =\$\_\_\_\_\_

\$\_\_\_\_ Hourly Rate Laborer x Estimated Hours Laborer \_\_\_\_\_ Hours =\$\_\_\_\_\_

\$\_\_\_\_ Hourly Rate Laborer x Estimated Hours Laborer \_\_\_\_\_ Hours =\$\_\_\_\_\_

Subtotal Cabin 1 \$\_\_\_\_\_

Cabin 2:

\$\_\_\_\_ Hourly Rate Carpenter x Estimated Hours Carpenter \_\_\_\_\_ Hours =\$\_\_\_\_\_

\$\_\_\_\_ Hourly Rate Carpenter x Estimated Hours Carpenter \_\_\_\_\_ Hours =\$\_\_\_\_\_

\$\_\_\_\_ Hourly Rate Laborer x Estimated Hours Laborer \_\_\_\_\_ Hours =\$\_\_\_\_\_

\$\_\_\_\_ Hourly Rate Laborer x Estimated Hours Laborer \_\_\_\_\_ Hours =\$\_\_\_\_\_

Subtotal Cabin 2 \$\_\_\_\_\_

Cost of Consumable Materials: \$\_\_\_\_\_

*A detailed breakdown must be attached on the following page as needed*

**Total Not to Exceed Amount \$\_\_\_\_\_**

Material Description	Unit Type	Est. Quantity	Unit Cost (\$)	Total Cost (\$)

