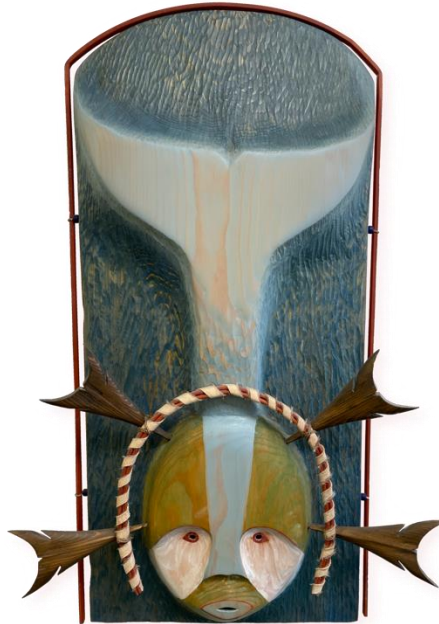


Kodiak Island Housing Authority



REQUEST FOR PROPOSAL RFP #25-07 CW Meter Base Replacement

July 2025

Prepared By:
Kodiak Island Housing Authority
3137 Mill Bay Road
Kodiak, Alaska 99615

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REQUEST FOR PROPOSAL

RFP 25-07

CW Meter Base Replacement

KIHA is soliciting proposals from qualified and licensed electrical contractors to provide all labor, materials, and equipment necessary to replace the existing deteriorating meter base infrastructure at CW 1321 Selief Way, a 12-unit apartment complex. The project includes replacement of 12 individual meters, a house power meter, and a spare meter box.

1. SCOPE OF WORK

- a. Demolition and removal of existing meter base components.
- b. Supply and installation of new meter base equipment to match existing electrical service configurations.
- c. Replacement of aluminum conductors if determined necessary.
- d. Coordination with local utility provider for service transfer and inspections.
- e. Protection of adjacent occupied units during work (CW 40 is currently vacant).
- f. Work must comply with local, state, federal, and NEC codes.

2. SITE CONDITIONS

- a. CW 1321 Selief is an occupied multi-family residential building.
- b. Access to each meter must be maintained throughout the project.
- c. Contractors are expected to coordinate work to minimize service disruption.

3. DAVIS BACON COMPLIANCE

- a. This project is classified as residential construction. The applicable U.S Department of Labor Wage Determination for Kodiak, Alaska will be included in the contract documents. All workers performing work under this contract regardless of classification, including laborers, mechanics, electricians, and any other applicable trades, must be paid no less than the prevailing wages and fringe benefits listed in the applicable wage determination

4. EVALUATION CRITERIA (110 points total)

- Price (40 points)
- Relevant Experience (25 points)
- Availability/Schedule (15 points)
- Compliance with KIHA Native Preference Policy (15 points)
- Quality of Proposal (15 points)

5. NATIVE PREFERENCE

- a. This solicitation is subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act. Preference will be given to qualified Native-owned firms who submit evidence of eligibility.

6. PROPOSAL TIMELINE

- a. Questions due: on or before July 18th, 2025 at 2:00 PM AKDT
- b. Proposals due: on or before July 24th, 2025 at 4:00 PM AKDT
- c. Anticipated award: July 29th, 2025

7. PROPOSAL REQUIREMENTS

- a. All proposals must include the following to be considered responsive:
 - i. Detailed Work Plan – Methodology, timeline, and specific approach
 - ii. Company Background – Years in business, relevant project experience
 - iii. Pricing – Itemized cost or lump sum, including labor, materials, and any fees
 - iv. Proof of Insurance – General Liability and Workers' Compensation
 - v. Valid Alaska Business License – Matching submitting entity
 - vi. Signed Non-Collusive Affidavit – Template available upon request
 - vii. Native Preference Documentation – If applicable, per Section 7(b)
 - viii. References – Statements of comparable work (if applicable)
 - ix. Safety Plan – If work involves physical job sites or labor
 - x. Equipment List – If relevant to project delivery

8. SUBMISSION INSTRUCTIONS

- a. Proposals must be submitted by the deadline in one of the following ways:
 - i. Hardcopy:

Kodiak Island Housing Authority
Attn: Procurement Department
3137 Mill Bay Road
Kodiak, AK 99615
Clearly mark envelope: “RFP 25-07 CW Meter Base Replacement”
 - ii. Email:

Send to: Procurement@kiha.org
Subject Line: “RFP 25-07 CW Meter Base Replacement”

**** It is the bidder’s responsibility to confirm submission and receipt. ****

**** KIHA will not reimburse for any costs associated with preparing a response. ****

9. ADDITIONAL COMMENTS

- a. KIHA reserves the right to accept or reject any or all proposals and to waive informalities.
- b. No proposal may be withdrawn within 90 days after the submission deadline without written consent.
- c. This solicitation does not constitute a contract, and no work shall begin until a written agreement is executed.