

Kodiak Island Housing Authority



REQUEST FOR PROPOSAL RFP 25-08

Family Investment Center Remodel and Kitchen Design

November 2025

Prepared By:

Kodiak Island Housing Authority

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REQUEST FOR PROPOSAL

RFP 25-08

FIC Remodel and Kitchen Design

Kodiak Island Housing Authority (KIHA) is soliciting proposals from qualified design professionals (licensed architects and engineers) to provide design services for the remodel and expansion of the Woodside Manor Family Investment Center (FIC) building located at 2815 Woody Way. The purpose of this project is to develop schematic designs, code compliance evaluations, and preliminary construction cost estimates. The design will include a code-compliant institutional/community kitchen, upgrades to building systems for full compliance, and a reconfigured layout to meet the functional needs of KIHA's community programs. This solicitation is for design services only; no construction services are included in this contract.

I) SCOPE OF WORK:

The selected team shall provide comprehensive design services for the Family Investment Center. Design shall include, but not be limited to the following:

II) BUILDING CODE COMPLIANCE AND SYSTEMS

- A) Evaluate existing and electrical, plumbing, HVBAC, fire suppression, and ADA systems
- B) Identify deficiencies and provide recommendations to achieve full compliance with applicable local and state buildings and codes
- C) Provide stamped design drawings from licensed professionals where required
- D) Clearly outline which compliance standards apply for each scope and discipline
- E) Ensure fire suppression system design meets NFPA 96 or applicable code

III) BUILDING RENOVATION & PROGRAM LAYOUT

- A) Current building footprint is approximately 35' x 100': layout may be rearranged to best utilize needs of the space
- B) Develop a new building layout to include
 - 1) Two large, separate activity areas for children and teen programs
 - 2) Three bathrooms (all existing, with required upgrades)
 - 3) One ADA-compliant bathroom
 - 4) One adult / staff focused bathroom
 - 5) One unisex bathroom
 - 6) One bathroom is currently used as storage and should be included in design as a functional bathroom.
 - 7) Five secure spaces, configured as four private offices plus one office / conference room

- (a) A conference room must include secure storage for paperwork and a computer for telehealth use
- 8) All offices must be lockable and secure for confidential meetings
- 9) Laundry area
 - (a) Two sets of washer / dryers hookups are already established and will remain in their current location
- 10) Storage
- 11) Provide large, organized storage for children's program equipment and supplies
 - (a) A 4' x 12' room with shelving should be sufficient
- 12) Reevaluate current storage use and redesign as needed to eliminate wasted space
- 13) Consider integrating additional washer / dryer sets to free adjacent storage space

IV) INSTITUTIONAL KITCHEN

- A) Design a fully code-compliant institutional / community kitchen suitable for preparing and serving meals to tenants and program participants as part of KIHA's community services.
- B) Kitchen must be designed for safe, efficient meal prep for up to 50 people at a time
- C) The kitchen is not intended for commercial resale of food, but must meet all applicable local and state health, safety, and building codes for community service facilities
- D) Include cold storage and dry storage as required by code
- E) Ensure design meets Department of Health requirements for food preparation and storage
- F) Provide recommendations on staff training / certifications (e.g., food handler card) that would benefit KIHA operations and compliance

V) IT, SECURITY, AND ACCESS CONTROL

- A) Provide design recommendations for upgrading network wiring for offices and activity areas, including cameras and access controls
- B) Recommend design for expanded security system including
- C) Automatic locking system for laundry room door with trackable access
- D) Keypad, passcode, or cipher lock accessible to tenants and staff
- E) Expanded camera system design to align with proposed building layout

VI) ENERGY EFFICIENCY

- A) Consider renewable energy options and long-term operational sustainability.
- B) Provide design recommendations for LED lighting throughout the building
- C) Identify opportunities for energy-efficient HVAC and water fixtures
- D) Consider renewable energy options and provide feasibility assessment

VII) DELIVERABLES

The selected team will provide:

- A) Conceptual and schematic design drawings
- B) Code compliance review and recommendations
- C) Preliminary construction cost estimate for all design elements
- D) Recommendations for construction phasing to minimize program disruption
- E) Final compiled design package for KIHA to use in grant applications

VIII) PROPOSAL REQUIREMENTS

Proposal packets must include:

- A) Company background – Years in business, relevant design project experience
- B) Key Team Members – Architects, engineers, and cost estimate with qualifications
- C) Work Plan –Methodology, timeline, and approach to delivering design services
- D) Fee Schedule – Itemized costs or lump sum for design services
- E) Native Preference documentation per Section 7(b)

IX) EVALUATION CRITERIA

Proposals will be evaluated based on the following weighted criteria:

- A) Technical approach and understanding of project – 30 pts
- B) Experience with similar facilities – 20 pts
- C) Cost proposal / fee schedule – 20 pts
- D) Preliminary cost estimate methodology – 15 pts
- E) Native Preference – 15 pts

Total possible points: 100pts

X) QUESTIONS AND CLARIFICATIONS

Questions are encouraged and must be sent in writing to the Procurement Department at Procurement@KIHA.org. by December 1st, 2025. Responses will be provided to all known interested parties.

XI) TIMELINE

- A) RFP/RFQ Issued: November 7th, 2025
- B) Deadline for Questions: December 1st, 2025
- C) Final Answers Posted: December 4th, 2025
- D) Proposal Submission Deadline: December 10th by 3:00PM AST
- E) Anticipated Notice of Award: December 12th, 2025

XII) SUBMISSION INSTRUCTIONS

Proposals must be submitted by the deadline in one of the following ways:

A) Hardcopy:

- 1) Kodiak Island Housing Authority
Attn: Procurement Department
3137 Mill Bay Road
Kodiak, AK 99615

Clearly mark envelope: "RFP 25-08 FIC REMODEL & KITCHEN DESIGN"

B) Email:

- 1) Send to: procurement@kiha.org
Subject Line: "RFP 25-08 FIC REMODEL & KITCHEN DESIGN"

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

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

XIII) NATIVE PREFERENCE STATEMENT

- A) 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 in accordance with Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e(b)). To qualify, proposals must include evidence of 51% Indian ownership and documentation of daily management and control by Indian persons.

XIV) 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.
- D) If applicable, specify Davis-Bacon applicability based on funding source and project classification.