

# Kodiak Island Housing Authority



## REQUEST FOR PROPOSAL RFP # 26-02 Heritage Heights Roof Replacement

**June 2026**

Prepared By:  
Kodiak Island Housing Authority  
3137 Mill Bay Road  
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REQUEST FOR PROPOSALS  
RFP 26-02  
HERITAGE HEIGHTS ROOF REPLACEMENT

Kodiak Island Housing Authority (KIHA) is soliciting proposals from qualified firms to provide all labor, materials, equipment, and services necessary to remove and replace the existing metal roof system at Heritage Heights Apartments, located at 514 Mill Bay Road, Kodiak, Alaska 99615. This project shall be completed under one general contract, and includes, but is not limited to, the removal of the existing roofing system and installation of a new KIHA-approved metal roofing system, in accordance with the specifications contained in this RFP and applicable code requirements.

1) SCOPE OF WORK:

- a) Remove all layers of existing metal sheet roofing (installed in 1996), including all associated flashings, vents, and trim.
- b) Approximate roof size is 12,000 sq. ft. with plumbing and attic vents. Quoter must verify all dimensions.
- c) Provide and install:
  - i) New metal roofing system (standing seam rough panels gauge 24 or 26)
  - ii) New flashing, vents, boots, and trim as required
- d) KIHA-approved roofing color
- e) Include building permit and complete jobsite clean-up
- f) Comply with 2012 IBC Code, 160 MPH wind rating, Exposure "D"
- g) Provide a 2-year labor warranty (installer workmanship)
- h) Provide a 25-year full system No Dollar Limit (NDL) manufacturer warranty

2) JOB SITE CONDITIONS:

- a) Work Progression & Weather Protection:
  - i) Only install as much new roofing and flashing as can be fully made watertight each day. A vapor barrier may be used as a temporary roof covering if needed.
  - ii) At no time shall the interior of the building, its contents, or tenants be exposed to inclement weather. The roofing contractor is fully responsible for maintaining a watertight and weatherproof condition throughout the duration of the project.
- b) Occupied Building Coordination:
  - i) The building is fully occupied. Contractor must coordinate traffic, material staging, and jobsite access to minimize disruptions and maintain safety.
- c) Surface Preparation:
  - i) All surfaces receiving new roofing or flashings must be clean, dry, and free of dust or debris. If moisture is present, the contractor must provide equipment to dry surfaces before installation.

- ii) Before and during application, remove debris using vacuuming, sweeping, compressed air, or similar methods. The jobsite and roof must be kept clean at all times.
    - d) Material Protection & Storage:
      - i) Do not overload the roof deck or structure with materials or equipment.
      - ii) Store liquid materials (solvents, adhesives) away from open flames, sparks, and excessive heat.
      - iii) Prevent contaminants such as grease, fats, oils, and solvents from contacting roofing materials.
    - e) Drainage & Substrate Verification:
      - i) Verify all roof drain lines are clear before work begins. Notify KIHA in writing of any blockages.
      - ii) Conduct pullout tests on fasteners to confirm substrate integrity and pullout values.
    - f) Temporary Protection & Sequencing:
      - i) Install temporary water stops at the end of each workday; remove them before resuming work.
      - ii) Protect completed roof areas from storage, foot traffic, and equipment movement. If such access is necessary, the contractor must provide appropriate barriers and protection.
    - g) Odor and Air Intake Coordination:
      - i) Take precautions when using adhesives near building air intakes. Coordinate HVAC shutdowns with KIHA to prevent disruption or exposure to occupants.
    - h) Debris Removal & Cleanup:
      - i) Properly dispose of all roofing debris, insulation, flashings, adhesives, metalwork, and containers in compliance with local, state, and federal regulations, including asbestos-containing material (ACM) handling as applicable.
      - ii) Clean all areas affected by construction activities daily and at project completion.
    - i) Safety & Hazard Communication:
      - i) Follow all OSHA safety standards.
      - ii) Immediately notify KIHA in writing of any unusual or concealed conditions encountered during the project.
- 3) WARRANTIES:
- a) Manufacturer: 25-Year NDL Full System Warranty
  - b) Installer: 2-Year Workmanship Warranty
- 4) QUESTIONS AND CLARIFICATIONS
- a) Questions are encouraged and must be submitted in writing to the Procurement Department at [procurement@kiha.org](mailto:procurement@kiha.org) by Wednesday July 8. Responses will be provided to all known interested parties.

5) TIMELINE

- a) RFP Issued: Monday June 22, 2026
- b) Deadline for Questions: Wednesday July 8, 2026
- c) Quote Submission Deadline: Wednesday July 15, 2026 at 2:00PM AKDT
- d) Anticipated Notice of Award: Monday July 20, 2026
- e) Required Completion: September 19, 2026
  - i) KIHA intends for the project to be completed prior to the onset of adverse weather conditions. Proposers should demonstrate their ability to meet the required completion date

6) 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 26-02 HH Roof Replacement"
  - ii) Email:
    - Procurement@kiha.org
    - Subject Line: "RFP 26-02 HH Roof Replacement"
- b) It is the bidder's responsibility to confirm submission and receipt.  
KIHA will not reimburse for any costs associated with preparing a response.

7) EVALUATION:

- a) Price – 30 points
  - b) Relevant Experience – 25 points
  - c) Work Plan and Project Schedule – 20 points
  - d) Warranty Terms and Coverage – 10 points
  - e) Indian Preference Documentation – 15 points
- Total possible points: 100

8) AMERICAN INDIAN/ALASKA NATIVE PREFERENCE:

- a) Preference shall be given to qualified 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 documentation that the business is at least 51% Indian-owned and operated.

9) DAVIS-BACON ACT COMPLIANCE

- a) This project is subject to the Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). Contractors and all subcontractors must pay laborers and mechanics wages and fringe benefits at rates not less than those determined by the U.S. Department of Labor for corresponding classes of employees engaged on similar projects in the locality. The applicable wage determination is included in this RFP. Certified payroll reports will be required and must be submitted weekly to KIHA. Failure to comply with Davis-Bacon requirements may result in withholding of payments or termination of contract.

10) REQUIREMENTS:

- a) Valid Alaska Business License
- b) Certificate of Liability Insurance
- c) Compliance with all Addenda
- d) Signed copy of Davis-Bacon Wage Compliance Statement
- e) Signed bid proposal form
- f) Signed proposal form
- g) Certification that the bidder and its principals are not debarred, suspended, or otherwise excluded from participation in federal assistance programs, in accordance with 2 CFR § 200.214. KIHA reserves the right to verify status through SAM.gov.

The contract awarded under this RFP shall be a firm fixed-price contract, not to exceed the amount proposed unless modified in writing by KIHA. All labor, materials, mobilization, and incidental costs shall be included in the proposal. No changes in work shall be undertaken without written authorization.

## PROPOSAL FORM

Estimated Timeline for Project Completion:

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

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

Lump Sum – Roof Removal and Replacement:

\$ \_\_\_\_\_

Lump Sum – Flashing, Trim, and Accessories:

\$ \_\_\_\_\_

Permits, Cleanup, and Closeout:

\$ \_\_\_\_\_

**Total Proposed Cost**

\$ \_\_\_\_\_