



Kodiak Island Housing Authority

REQUEST FOR PROPOSAL

RFP # 24-03

**WOODSIDE MANOR
APARTMENT REHABILITATION**

FEBRUARY 2024

Prepared By:

**Kodiak Island Housing Authority
Procurement Department
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**Woodside Manor
Apartment Rehabilitation
Request for Proposals #24-03**

As part of our effort to modernize our housing stock, Kodiak Island Housing Authority is soliciting proposals from qualified firms to provide construction services at our Woodside Manor apartment complex located at 2815 Woody Way Circle in Kodiak, Alaska.

SPECIFICATIONS

KIHA will provide standardized products to be utilized in the rehabilitation process to maintain consistency and ease of maintaining the units over time through standardization. KIHA will provide most materials, but the successful proposer will have to provide all tools necessary to complete the job in a quality and timely manner and will have to provide small items such as screws, glue, caulking, saw blades, and other consumables to keep the project on track for timely completion.

KIHA is requesting that a proposer provide a price per labor hour and a cost for consumables with a not to exceed amount 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.

SCOPE OF WORK

Anticipated work items include but are not limited to:

- Demolition and disposal of apartment fixtures, floor coverings, trim, cabinets, tub surrounds and other items as necessary.
- Removal of popcorn ceilings where required.
- Primer, texture, and painting of entire apartment with KIHA provided materials.
- Installation of cabinets, countertops, and appliances.
- Installation of flooring – may require the application of sub flooring in certain areas.
- Installation of trim – may require additional drywall work when using smaller trim.
- Interior door installation
- Replacement of bathroom fixtures including tub surrounds, bathtubs, toilets, sinks, and vanities.

For electrical and plumbing issues, the successful proposer will work directly with qualified firms for work beyond their capacity.

Work is to be performed between 8am and 6pm Monday-Friday unless specific approval is given approving work outside of these hours. The goal is for all work performed to not have a negative effect on our current tenants due to noise or other issues.

Proposals must contain an estimated time of completion which may be adjusted with prior approval. The quality of workmanship is more important than the speed the work is accomplished. KIHA will have the expected required materials on hand and ready for delivery to site.

Units should be completed sequentially (one at a time), not in parallel. Progress should be reported using HUD form 5372.

Each apartment condition varies, some will require more extensive demolition or repairs than others therefore a **mandatory pre-proposal site visit is required** for each block of apartments in which a proposal will be submitted.

Please contact Cory Knowles, Construction Superintendent at (907) 942-0212 to schedule a viewing.

Block 4:

Woodside Manor Apartments 302, 405, 502 and 506:

302 is a 3-bedroom 1 bath layout. With access from the street.

405 is a 4-bedroom, 1.5 bath layout. Apartment is accessed through a common entry door shared with other tenants.

*Unit 405 has tested positive for recreational methamphetamine usage and will require the use of oil based KILZ primer (KIHA provided) to encapsulate the residue. Testing information on these units is available on request.

502 and 506 are 3-bedroom, 1 bath layouts. Apartments are accessed through a common entry door shared with other tenants.

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 SUBMITTALS

Proposals will be accepted until 2:00 PM Alaska Daylight Time, Friday, March 1, 2024 at the office of the Kodiak Island Housing Authority, Attn: Procurement, 3137 Mill Bay Road, Kodiak, AK 99615. Proposals may be submitted by mail, or hand delivered. All proposals must be submitted in a sealed envelope clearly marked "WOODSIDE MANOR APARTMENT REHABILITATION RFP #24-03, DO NOT OPEN".

Proposals may be emailed to 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.

QUESTIONS

Questions are encouraged and should be sent in writing to procurement@kiha.org by February 20, 2024, at 12:00 pm.

AWARD

KIHA reserves the right to accept or reject any or all proposals.

No proposal shall be withdrawn for a period of (90) days subsequent to the deadline date for receipt of the proposal without the written consent of KIHA. In no way does this request for proposal constitute a contract, or obligate KIHA in any way.

The awarded firm will be required to provide the following:

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

This project requires a certified payroll be provided and is subject to Davis Bacon wage rates that are attached to this solicitation.

TOTAL NOT TO EXCEED FORM

Block 4:

Estimated Timeline for Project Completion:

Begin Date: _____

End Date: _____

Apartment

302:

\$ _____ 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 Apartment 302 \$ _____

Apartment

405:

\$ _____ 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 Apartment 405 \$ _____

Apartment

502:

\$ _____ 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 Apartment 502 \$ _____

Apartment

506:

\$ _____ 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 Apartment 506 \$ _____

Cost of Consumable Materials: \$ _____

Total Not to Exceed Amount \$ _____