



## **REQUEST FOR PROPOSALS**

### **RFP 2016-20     Design Repairs to the Senior Center**

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The City of Dillingham, Alaska, is requesting design proposals for repair and remodel of the sunroom and the entry on the Senior Center located in downtown Dillingham. Both remodels will require major demolition and replacement. The City is providing pictures, elevation information and floor plan layouts to accompany this RFP.

Inquiries can be sent to [garygordon4@gmail.com](mailto:garygordon4@gmail.com)

Proposals should be directed to: City Clerk Janice Williams  
City of Dillingham  
PO Box 889 Dillingham, AK 99576  
(907) 842-5148

A signed original copy of the proposal must be delivered to the office of the City Manager no later than 3:00 PM, on Tuesday November 22, 2016 at the address noted above.

### **Scope of Work**

The qualified firm or individual will work directly with the City Manager or designee for the purpose of designing the building remodel pursuant to all State of Alaska building codes and obtaining the Fire Marshall building permit. It is the City's intent to award a negotiated contract to the most qualified firm for completion of construction and bid documents for the requested building remodel and required modifications to existing building. The design shall be complete by March 2017 and ready for bid.

### **Background**

The solarium section of the existing building has a permanent foundation under it. That appears to have been built when the existing building was built. This foundation looks adequate to build on again. The arctic entry appears to have been built on an existing deck. The exterior wall does not appear to have a foundation. One will need to be

designed, slab poured and wall replaced. The existing paved parking lot slopes toward the building, causing water run off problems. Pumps have been placed in the crawl space to remove water. When the excavation work for foundation is going, we would like a drainage system installed that will carry water away from building to a nearby storm drain system, approximately 100'. The City has a drafted plan of required work, showing scope and as built drawings of existing building accompanying this RFP.

### **Required Proposal Content**

Proposals must include:

- Transmittal Letter
- Experience
- Proposed Fee
- References

### **Submittal Requirements and Information**

To be considered, all proposals must be delivered to the address below, on or before the deadline, and in the number of copies required.

Deadline – Four (4) copies of proposals must be received no later than 3:00 pm on Tuesday November 22, 2016.

Delivery instructions – mail or hand deliver in a sealed envelope to:

City of Dillingham Clerk: Janice Williams  
PO Box 889  
Dillingham, AK 99576

**Please mark the envelopes to identify the project: RFP 2016-20 Design Repairs to Senior Center**

Electronic and faxed proposals will not be accepted.

The City of Dillingham reserves the right to reject or accept any or all bids, to waive irregularities or informalities in the proposal, and to give particular attention to the qualifications of the proposer.

The City reserves the right to revise or clarify the RFP, respond to questions, and/or extend or shorten the due date of proposals.

The City retains the right to cancel the RFP process if it is in their best interest. Any cost incurred by proposers for the preparation and submittal of the proposal is the sole responsibility of the proposer.

A proposal may be corrected or withdrawn by a written request received prior to the deadline for receipt of proposals.

All proposals and other material submitted become City property and may be returned only at their option.

The City assumes no responsibility or liability for the transmission, delay, or delivery of proposals by either public or private carriers.

Any and all media announcements pertaining to this RFP require the City's prior written approval.

This RFP does not obligate the City or the selected proposer until a contract is signed and approved by all parties.

**Evaluation and Selection Criteria**

<b>EVALUATION CRITERIA</b>	<b>RELATIVE WEIGHT</b>
TRANSMITTAL LETTER	5%
REFERENCES	15%
PROPOSED RATES	5%
QUALIFICATIONS AND EXPERIENCE	60%
OVERALL QUALITY OF PROPOSAL	15%

A committee will review the submittals. A city employee will conduct reference checks.

Based on the committee evaluation, the City may select a short list of up to three individuals or firms for more in-depth evaluation or interviews.

The evaluation committee will recommend one finalist to the City Council for final contract award. The City intends to award a contract, subject to negotiation of a satisfactory agreement based upon the City standard professional services contract form, to the individual or firm which, in the City Council's sole judgment, is best suited to perform the services required.