



801 B Street, Suite 401 B  
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## REQUEST FOR PROPOSAL A/E SERVICES

### Nondalton Community Infrastructure Planning

**Project Title:** Nondalton Community Infrastructure Planning  
**Period of Performance:** November 01, 2023 – June 30, 2025

PROPOSAL SUBMISSION DEADLINE: April 29, 2024 at 5:00 pm (AKDT)

QUESTION SUBMISSION DEADLINE: April 26, 2024 at 5:00 pm (AKDT)

Questions and proposals shall be submitted to: [info@kijikcorp.com](mailto:info@kijikcorp.com)

#### INTRODUCTION

Kijik Corporation is requesting proposals from qualified business in Alaska to provide professional services. Enclosed is pertinent information for use in preparing your proposal. This information will be used as a guide in the preparation of any subsequent contract. Proposals must be received via email to [info@kijikcorp.com](mailto:info@kijikcorp.com) by Friday, April 29th, 2024 at 5:00 pm Alaska Standard Time.

All bids must include the reference on email subject, "Professional Services Project Management RFP". Bids received after the deadline specified above will not be accepted. All questions regarding this bid request must be emailed prior to Wednesday, 10th, 2024.

Kijik Corporation reserves the right to reject any and all proposals and waive informalities in procedures.

#### BACKGROUND

Kijik Corporation (Kijik) is the ANCSA Corporation for the Community of Nondalton. Kijik is seeking professional services to support the implementation of a community infrastructure planning project.

Kijik's lands encompass 126,000 acres surrounding Lake Clark and Six Mile Lake in the Bristol Bay Region. The City, Nondalton Tribal Council (Tribe), and Kijik each have a role in managing and maintaining the community's land and natural resources, essential infrastructure, and key services, including emergency response, health, and welfare for the community. Approximately 133 people live in Nondalton year-round, although the population surges in the summer months as many Shareholders and Tribal Citizens return home for subsistence practices.

Nondalton is geographically isolated. Nearly all residents receive one or more types of federal, state, or Tribal assistance. Nondalton is completely unserved regarding broadband connectivity. The village faces an existential threat attributed to outward migration. External threats facing the



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community are further impacted by ailing and failing critical life-safety systems in critical need of repair, replacement, and upgrade. Water, sewer, and sanitation systems function inconsistently, and some have failed. The city building is unsafe, with multiple structural, electrical, and mechanical failures – while remaining the primary location for all municipal operations, emergency response, and civil services for residents of Nondalton. An Infrastructure Plan, including the conceptual design of key infrastructure and construction costs is needed to catalog and prioritize shovel-ready projects to fund applications and build critical infrastructure.

Kijik has received grant funding from the Denali Commission to prepare a comprehensive infrastructure plan to identify and prioritize infrastructure projects and identify project champions and schedules to develop key projects. This planning project will be led by Kijik and involve the participation from the City and Tribe.

## **SECTIONS**

1. General Information
2. Rules Governing Competition
3. Scope of Work
4. Proposal and Submission Requirements
5. Evaluation and Selection Process

## **SECTION 1: GENERAL INFORMATION**

Kijik Corporation is seeking a qualified A/E firm to support a regional infrastructure planning project. Kijik will be establishing a fixed-priced contract for the described professional services for project management.

The following proposal request will outline the project goals and detail the format you should submit your proposal. Please read the RFP carefully. For your proposal to be considered, your proposal must address the criteria listed under Sections 3 and 4.

### 1.1 Preparation Costs & Fees

Kijik Corporation shall not be responsible for bid preparation costs, nor for costs including attorney's fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest ranked bidder and/or award of a contract and/or rejection of proposals. By submitting a proposal each proposer agrees to be bound in this respect and waives all claims to such costs and fees.

## **SECTION 2: RULES GOVERNING COMPETITION**

### 2.1 Examination of Proposals

Offerors are encouraged to thoroughly review the complete RFP package prior to preparing and submitting a response.

### 2.2. Confidentiality Information

The content of all proposals will be kept confidential. A letter will be released to each vendor who submitted their proposal if it's been accepted or not after the review committee has completed.



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### 2.3 Proposal Format

Proposals are expected to be brief and specifically address the criteria listed under the scope of work. The maximum page limit for proposals is **five (5) pages**. Brevity is strongly encouraged.

2.4 Signature Requirements All proposals must be signed by an officer authorized to bid the firm.

### 2.5 Proposal Submission

Proposals shall be emailed to [info@kijikcorp.com](mailto:info@kijikcorp.com)  
The email subject line should state: A/E Services RFP

### 2.6 News Releases

News releases pertaining to any award that may result from the RFP shall not be made without prior written approval of the Kijik Corporation CEO.

### 2.7 Disposition of Bids

All materials submitted in response to this RFP shall become the property of Kijik Corporation.

### 2.8 Modifications/Withdrawal of Proposals

A respondent may withdraw a bid at any time prior to the final submission date by sending written notification of its withdrawal and signed by an agent authorized to represent the respondent. The respondent may thereafter submit a new or modified bid prior to the final submission date.

Modifications offered in any other matter, oral or written, will not be considered. A final bid cannot be changed or withdrawn after the time designated for receipt except for modifications requested by Kijik Corporation after the date of receipt.

### 2.9 Oral Change/ Interpretation

No oral change or interpretation of any provision contained in this RFP is valid.

### 2.10 Late Submissions

Bids received after the RFP deadline (date and time) will not be considered and will be returned unopened after recommendation of award.

### 2.11 Rejection of Proposals

Kijik Corporation reserves the right to reject any or all proposals if determined to be in the best interest of Kijik Corporation.

### 2.12 Equal Employment Opportunity Reporting Requirements

The successful bidder may be required to execute and return EEO reporting forms if required.

### 2.13 License and Insurance Requirements

The successful bidder is required to provide a current Alaska Business License.



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## **SECTION 3.0: SCOPE OF WORK**

### **Purpose**

This project is to develop an Infrastructure Plan for the city of Nondalton. The information in this plan will be used by Nondalton to acquire grant money to develop identified projects. The project will consist of the tasks described below.

### **Tasks**

**Task 1: Project Start-Up and Kick-Off:** 01/01/24 – 02/29/24

The selected A/E firm shall prepare and participate in a kick-off meeting to discuss overall objectives, stakeholders, and the plan for executing this project.

**Task 2(a): Community Inventory, Survey, and Needs Assessment:** 03/01/24 – 06/30/24

The initial action is to understand, organize, and prioritize the community's infrastructure needs. Emphasis will be given to the replacement of the City's unsafe City Offices facility. This task starts with an asset inventory of Nondalton and the surrounding area. Next, a community survey and needs assessment will inform the latter actions and initiate community involvement in the project.

This task includes one overnight trip to Nondalton to complete the inventory and survey tasks. The travel logistics and costs for this trip will be covered by Kijik.

**Task 2(b): GIS Mapping:** 03/01/24 – 05/01/24

The geospatial inventory will be completed by others. The intended purpose is to prepare updated land and property maps, current ownership status for Tribe, City, and Kijik, and any other relevant geographic data. It is anticipated that the results of this effort will be utilized by the A/E. Coordination between the A/E and GIS professional is expected during the course of this project.

**Task 2(c): Project Partner Meetings:** 01/01/24 – 05/31/24

This task marks the intent to hold monthly meetings with senior leaders from each partner entity; Tribe, City and Kijik. The A/E will be invited to participate in up to four, hour-long, project partner meetings.

**Task 3: Community Infrastructure Plan:** 06/01/24 – 01/31/25

This task includes preparation of a comprehensive planning document. The Infrastructure Plan will identify and prioritize projects based on information identified in the asset inventory, as well as the usable life expectancy of the infrastructure and recommendations on repair or replacement.

This task includes one overnight trip to Nondalton to confirm findings of Task 2(a) and meet with stakeholders to discuss Infrastructure Plan progress. The travel logistics and costs for this trip will be covered by Kijik.

**Task 4: Report Development and Preliminary Design:** 01/01/25 – 04/30/25



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This task includes a preliminary design and space planning for the replacement of the City Offices building and engineers cost estimates for the design and construction of a replacement City Offices/Community building.

Task 5: Community Presentation: 05/01/25 –05/31/25

This task includes travel to hold a Community Meeting in Nondalton. The purpose will be to present the Infrastructure Plan and preliminary design documents to residents. The travel logistics and costs for this trip will be covered by Kijik.

**Deliverables:**

1. Community Inventory, Survey, and Needs Assessment: .....June 2024
2. Community Infrastructure Plan .....January 2025
3. Preliminary Design and Construction Cost Estimate..... April 2025
4. Project Partner Meetings (In-person/Telephonic/Virtual).....as needed
5. Community Presentation .....May 2025

**SECTION 4.0: PROPOSAL AND SUBMISSION REQUIREMENTS**

To achieve a uniform and expedited review process and ensure the maximum degree of comparability, it is required that the bids be organized in the manner specified. Proposals shall not exceed five (5) pages in length including resumes. One page shall be interpreted as one side of single lined, typed, 8 1/2" x 11" paper.

Proposals shall demonstrate comprehension of the objectives and services for the proposed contract; include a brief overview of what will be done; and show a sequence and schedule for each important task. Assumptions made in formulation of the proposal and the support expected from the Contracting Agency shall be defined. The key individuals who will perform services shall be named (including all who would be "in responsible charge" (Ref: AS 08.48) for Architecture, Engineering and/or Land Surveying with their Alaska registration number). Include a brief -- about one paragraph -- statement for each person named which describes **experience directly related** to the service(s) they will perform. Proposed subcontracts, if any, shall be explained. Resources -- support personnel, facilities, equipment, etc. -- current and projected workload could be summarized. Any **unique** qualifications or knowledge of the project, project area, or services to be provided, should be identified.

Submit your proposal with the services described under this scope of work. Proposals must be submitted via email to: [info@kijikcorp.com](mailto:info@kijikcorp.com). Proposals must clearly state the RFP name and offerors company name.



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## **SECTION 5.0: EVALUATION & SELECTION PROCESS**

### 5.1 Criteria

This solicitation does not guarantee that a contract will be awarded. All proposals may be summarily rejected. Our intent, however, is to select a Contractor based on the following criteria:

- Demonstrated comprehension of required services and proposed strategy for performance.
- Relevant experience and credentials of proposed personnel including any subcontractors.
- Reasonableness of proposed schedule for performance.

### 5.2 Evaluation Process

Kijik Corporation will evaluate and rank all proposals received prior to the deadline. Oral interviews are not expected to be used in the selection of the successful bidder however, Kijik Corporation reserves the right to interview the highest ranked bidder if deemed necessary.

### 5.3 Selection Process

The highest ranked bidder may be invited to enter final contract negotiations with Kijik Corporation for the purposes of contract award. If an agreement cannot be reached, the second highest bidder may be contacted for negotiations. Kijik Corporation reserves the right to terminate negotiations with any bidder should it be in Kijik Corporation's. Kijik Corporation reserves the right to reject any and all bids submitted.