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REQUEST FOR PROPOSAL GIS SERVICES

Nondalton Community Infrastructure Planning

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

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

QUESTION SUBMISSION DEADLINE: May 24, 2024 at 5:00 pm (AKDT)

Questions and proposals shall be submitted to: 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 by May 29, 2024 at 5:00 pm Alaska Standard Time.

All bids must include the reference on email subject, “Professional Services GIS RFP.” Bids received after the deadline specified above will not be accepted. All questions regarding this bid request must be emailed prior to May 24, 2024 at 5:00 pm Alaska Standard Time.

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 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 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 applied to the Denali Commission for grant funds to prepare a comprehensive infrastructure plan that identifies and prioritizes 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.

The Denali Commission awarded grant funds to Kijik Corporation in January 2024.

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 GIS and mapping firm to support this regional infrastructure planning project. Kijik will be establishing a fixed-priced contract for the described professional services for GIS and mapping services.

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.

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 The email subject line should state: GIS 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.



SECTION 3.0: SCOPE OF WORK

3.1 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.

3.2 Tasks

Task 1: Project Start-Up and Kick-Off:

06/01/24 – 06/30/24

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

Task 2(b): GIS Mapping:

07/01/24 – 10/01/24

A geospatial inventory shall be completed that includes, at a minimum, 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 project team, including an A/E contractor. Coordination between the GIS professional and the project team shall occur throughout this project. Additional deliverables may be requested through further negotiation with the selected GIS subcontractor.

The Tasks listed above are specific to work to be completed by the GIS subcontractor. The complete list of all project Tasks (which includes Tasks to be completed by the GIS subcontractor and all other project team members and subcontractors) are included as Appendix A.

3.3 Deliverables

GIS Mapping products (Task 2.b):

June 2024

3.4 Budget

Final budget for GIS Mapping services and products listed above will be negotiated by the Kijik Corporation and the selected GIS subcontractor. In any case, final budget shall not exceed \$30,000.

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" per Alaska Statutes Title 8, Chapter 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



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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. Proposals must clearly state the RFP name and offerors company name.

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.



A. PROJECT NARRATIVE

Kijik Corporation (Kijik) is the Alaska Native Village Corporation for the Community of Nondalton, which is located in the Lake Clark and Six Mile Lake within the Bristol Bay region. Kijik represents over 525 Alaska Native shareholders who are primarily of Dena’ina Athabascan descent. Kijik, in partnership with the Nondalton Tribal Council and the City of Nondalton, is seeking funding to support a community preliminary design of key infrastructure and construction cost estimates. This planning effort will lead to a detailed catalog of prioritized “shovel-ready” planning documents and become basis for future funding applications for all three entities.

Community Description

Kijik’s lands encompass 126,000 acres surrounding Lake Clark and Six Mile Lake in the Bristol Bay Region. Our community is marked by the City of Nondalton, which was incorporated as a second-class city in 1971 and is part of the Lake and Peninsula Borough (Exhibit 1). The City of Nondalton, Nondalton Tribal Council and Kijik each have a role in managing and maintaining the community’s land and natural resources, essential infrastructure, 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.

Problem Statement and Demonstration of Need

This region, specifically the City of Nondalton, is geographically isolated. The community is only accessible year-round by air. In the winter and summer months travel via boat or snowmachine to neighboring communities is possible, although unsafe. Nearly all residents receive one or more types of federal, state, or Tribal assistance. Most residents live at or below the poverty line. Nondalton is completely unserved with regard to broadband connectivity. Cellular service is only available on a limited basis, and only accessible for individuals and households that can afford mobile services plans. The village faces future existential threat attributed to outward migration, which would have detrimental impact to our Dena’ina culture and way of life.

External threats facing the community are further impacted by the ailing and failing conditions of the critical life-safety systems of Nondalton; community infrastructure is in critical need of repair, replacement, and upgrade (Exhibit 3). Water, sewer, and sanitation systems throughout the village function inconsistently and some have failed. The City of Nondalton’s own headquarters 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 (Exhibit 5).

Project Description: Kijik’s Proposal to Address the Problem

To address the expansive range of needs, the Tribe, City and Corporation propose the development of a coordinated and actionable comprehensive infrastructure plan (master plan) with a focus on essential projects that support safety and economic development. The plan will identify and prioritize many infrastructure projects needed and outline a strategy for each stakeholder to lead various aspects of realizing key projects in the future months and years.

Impact Statement

We’ve convened the three stakeholders as partners for this planning project. We will be working jointly to develop, manage, and execute this planning activity. Our primary objective is to produce multiple design and planning documents, reports and tools that feature shovel-ready projects so that we can proceed forward and



apply for additional funding to realize critically needed infrastructure. With upfront support from the Denali Commission, these grant funds become a force multiplier, providing key resources for all three entities (Tribe, City and Corporation) to utilize. Funding this planning application can benefit each stakeholder in our shared pursuit of stewardship for our land, community, and our people.

B. SCOPE OF WORK AND SCHEDULE

This proposed 12-month planning activity will be led by Kijik Corporation and contractors hired to produce design and planning documents. The City and the Tribe will have key roles, contributing to the development and final plan outcomes. The tasks and associated dates supporting the overall project schedule are based on the anticipated notice of award on/around January 1, 2024.

Task 1: Project Start-Up and Kick-Off *January 2024*

This initial action is designed to set the multi-phase project up for success. The Kijik team will work the Denali Commission to confirm project goals and reporting, lines of communication as well as scope, schedule, and budget. Additional steps to procure contractors and additional supplies will be initiated in this step.

Taks 2(a): Community Inventory, Survey, and Needs Assessment *February – April 2024*

The initial action of this project is to better understand, organize and prioritize the community’s infrastructure needs. Emphasis will be given to replacement of the City’s headquarters as it is unsafe for use. The building will be replaced with an improved multipurpose facility that better meets the needs of the community as well as providing a location for future economic development and education opportunities. 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 trip to Nondalton to host a community meeting and launch the needs assessment and community survey. Information from this task will lead the development of all successive tasks.

Task 2(b): GIS Mapping *February – March 2024*

Beyond the asset inventory proposed above, there is a specific need for a current and thorough geospatial inventory to include updated land and property maps, current ownership status for Tribe, City, and Corporation, and any other relevant geographic data that will inform and impact outcomes of this project, as well as future economic and community development in the region.

Task 2(c): Project Partner Meetings (Ongoing) *February – December 2024*

A key aspect of the success of this planning project is open, transparent, and consistent communication between project partners: Tribe, City and Corporation. This task marks the intent to hold monthly meetings with senior leaders from each partner entity for the purposes of sharing information and planning for future funding. This task will be ongoing throughout the duration of the planning project and is intended to continue following the completion of the community master plan.

Task 3: Community Master Plan and Infrastructure Plan *April – September 2024*

This task includes a multi-phase production of a comprehensive planning document that identifies core community infrastructure, public facilities and other facilities owned by each stakeholder (Tribe, City, Corp). The master plan will identify and prioritize projects based on the age of existing infrastructure identified in the asset inventory, as well as the usable life expectancy of the infrastructure, and recommendations on repair or replacement. Additionally, the master plan will identify the ways in which both current and future infrastructure



projects will support economic development objectives. Lastly, the plan will outline the roles and responsibility of each stakeholder has in supporting and sustaining current and future infrastructure. This task includes site visits in Nondalton and in-person meetings Anchorage with representatives of Kijik Corp., design and planning contractor(s) as well as members of the City and Tribe.

Task 4: Report Development and Preliminary Design (35%) *June – September 2024*

This task includes collaborative work between the design and planning contractor, and the three stakeholders: Kijik, City and Tribe. Information from the master plan will be detailed in a final report with graphics, maps and illustrations outlining key findings from the plan. This task will also include a 35% design and space planning for the replacement of the city headquarters building. Costs estimates will be accompanied in both the master plan report and the 35% design for the city building.

Task 5: Community Presentation *October – November 2024*

The team will hold a community meeting in Nondalton to present the master plan, and preliminary design documents to residents. This step ensures engagement, buy-in and support from each stakeholder’s constituent base – an important factor in the pursuit of future grant funding.

Task 6: Project Completion and Closeout *November – December 2024*

Kijik will work with the Denali Commission to ensure that all program deliverables and reporting requirements are met. Final budget reports are submitted, and project closeout is completed.

C. ORGANIZATION, CAPACITY, AND DELIVERY METHOD

Description of Applicant Organization

Established through the 1971 Alaska Native Claims Settlement Act (ANCSA), Kijik provides a number of cultural, educational, and economic benefits to its shareholders and descendants by responsibly managing its lands and resources as well as by operating successful enterprise. Kijik has a nine-member Board of Directors, and the Corporation undergoes an annual audit. Kijik’s offices, as well as its President and CEO are based in Anchorage, Alaska.

Organization’s Experience Managing Federal Grant Programs

Kijik is a small, but growing Corporation. Historically, Kijik has had limited operations. In 2021 the Corporation began investing in senior leadership and growing its capacity. Today, two of the Corporation’s three subsidiary companies, International Data Systems (IDS) and Kijik Technical Services (KTS) are actively performing grants and contracts for state and federal government customers as well as private and non-profit entities. IDS performs program management, research services, outreach, education and communications services. KTS performs construction management, construction, design and planning services. Additionally, Kijik’s non-profit organization, Qizhkeh Heritage Institute (QHI) performs multiple federal grants in Alaska and the Lower 48.

Over the last four years, Kijik and its operating companies have established internal systems, project controls and procedures for managing grants and contracts. Kijik has clear internal lines of authority, audited accounting procedures and document retention procedures that ensure proper management of government funded programs. A sample of Kijik’s combined organizational experience with federal government grants and contracts includes work with the Centers for Disease Control and Prevention (CDC); Federal Communications Commission (FCC); National Institutes of Health (NIH); Federal Drug Administration (FDA); Department of Justice (DOJ); State



of Alaska (SOA). Additional experience is listed in the attached professional resumes within this grant application.

Delivery Method

The scope of work described in this proposal will be led by Kijik Corporation staff. Kijik’s staff possesses the qualifications to serve as the program manager for this effort as well as lead specific technical tasks including, Task 2(a), Community Inventory, Survey and Needs Assessment. Other technical functions of this planning activity which require planning and architectural/engineering design expertise will be procured. Key program roles are:

- Emily Davenport, Kijik Corporation. Role: Program Executive— Has ultimate responsibility for project compliance and implementation.
- Timmothy Gould, P.E., Kijik Corporation. Role: Program Manager – Responsible for oversight of the projects. Ensures that all tasks are completed according to specification. Manages budget and schedule compliance. Manages contractors. Responsible for project reporting.
- Christopher Schutte., Kijik Corporation: Role: Community Outreach and Data Collection– Responsible for communication with stakeholders and community members. Leads community engagement, survey and needs assessment.

D. PARTNERSHIPS AND LEVERAGED FUNDS

Project Supporters, In-Kind Support and Match

Kijik Corporation, Nondalton Tribal Council and the City of Nondalton have committed to a collaborative partnership for this community wide planning project. Our combined organizations see the direct benefit this plan will produce by itemizing key infrastructure projects which our community needs. Recognizing that this planning project is the first step in securing future funding for projects that will be detailed within the master plan. In recognition of the essential nature of this planning activity, Kijik has invested the upfront costs to plan for this grant with the Denali Commission, including all preliminary cost estimates, budgeting, grant writing and coordination across stakeholders. The amount of in-kind fees are identified in the “match” budget line item.

Letters of Support

Letters of support from the Nondalton Tribal Council and the City of Nondalton are provided as attachment to this grant application.

Creative Approaches to Partnerships

As stated in the letters of support, the Tribe, City and Corporation see the value in collaboration with regard to accomplishing community wide infrastructure improvements. We see that we are stronger together, and that each entity brings unique attributes to the table regarding realizing the infrastructure projects that will be featured in the community master plan. For example, we are aware that that specific funding streams are available to Tribal entities, as well as Alaska Native Corporations. Through this planning activity we aim to identify future funding opportunities and prepare a plan for pursuit of grant funds. This will help ensure that each entity is informed on how a project will be funded, scheduled, and implemented. This step is key to ensuring that the community master plan is actionable, and will result in tangible, physical infrastructure improvements.