

## **LAKE AND PENINSULA SCHOOL DISTRICT**

### **REQUEST FOR PROPOSALS PACKAGE**

#### **PART A**

Project Number: 01-2023

Date of Issue: March 2, 2023

Project Title: LPSD ARCHITECTURAL DESIGN SERVICES TERM CONTRACT

Project Manager: Kathy Christy  
907-223-2999  
[christykj@gci.net](mailto:christykj@gci.net)

Anticipated period of performance: April 7, 2023 to June 30, 2024. Contract may be renewed for four additional years.

Anticipated Amount of Contract: Will vary by year. FY 2023-2024 less than \$200,000

This proposal consists of the following items:

- Part A - Request for Proposals (RFP)
- Part B - Evaluation Criteria
- Part C - Proposal Form
- Part D - Scope of Work
- Attachment A: Firm Reference
- Attachment B: Individual Reference

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#### **SUBMITTAL DEADLINE**

Date: March 22,2023

Time: 11 a.m. local time

Email Electronic Copy of Proposal to: Laura Hylton at [lhylton@lpsd.com](mailto:lhylton@lpsd.com)

**OFFERORS ARE RESPONSIBLE TO ASSURE DELIVERY PRIOR TO DEADLINE.  
ONLY PROPOSALS RECEIVED PRIOR TO THE ABOVE DATE AND TIME WILL BE CONSIDERED.**

PART B

EVALUATION CRITERIA

1. RURAL DESIGN EXPERIENCE

WEIGHT

18

Describe specific experience the proposed design team has in design for rural school construction. Identify design criteria and processes specific to projects for small rural schools. Address your approach to address programmatic requirements within the limited square footage of schools serving 20 to 40 students. Outline special considerations that would be recommended for incorporation into a major renovation project.

2. PRELIMINARY PLANNING SERVICES

WEIGHT

8

Address experience and successes in providing preliminary planning and schematic design services for schools similar to Port Heiden and Igiugig. How do you propose prioritizing scope of work with limited budgets?

3. FACILITY CONDITION

WEIGHT

20

Provide excerpts from a facility condition survey completed within the last 5 years. At a minimum the excerpt should demonstrate formatting of the document, examples of identified deficiencies, identification of relative seriousness and ranking of problems and recommended corrective action. Limit this attachment to 10 pages. Include proposed time line with milestones for the facility condition effort for Port Heiden and Igiugig. Identify the amount and type of work to be performed by any Subcontractors. Consider how each task may be carried out; what services or interactions are required from/with the School District.

4. COST CONSIDERATIONS

WEIGHT

10

Lake and Peninsula School District is within an organized Borough must contribute 20 percent local share of a Department of Education grant project. For a major addition project the local contribution represents a considerable commitment of local resources. All schools are interested in cost effective design solutions, but for LPSD practical, creative solutions that optimize existing space and minimize construction costs while supporting instruction and minimizing operational costs maybe the critical difference between a project that can be afforded and one that is beyond reach. Discuss your approach to this challenge and offer examples from past projects.

5. COST ESTIMATING

WEIGHT

2

How do you propose to provide cost estimates for both large and small projects? What has been your past experience with the accuracy of cost estimates? How close have schematic design estimates been to project bids? If projects have been over budget how this has been addressed.

Include a discussion of your approach to addressing sustainability, innovation, life cycle costing and energy efficiency as required by DEED during the planning and design process.

6	MANAGEMENT AND COORDINATION	WEIGHT	9
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Describe the administrative and operational structures that will be used for performing the proposed contract. Address who will have overall responsibility for the contract(s). Discuss the lines of authority. Use of a table or chart is preferred in your response. Include discussion of public participation process and coordination with appropriate State and local agencies for the Port Heiden and Igiugig Schools.

7.	FIRM'S REFERENCES	WEIGHT	10
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Discuss the Offeror's background and qualifications to establish experience and performance as a team leader for professional services for schools similar to the Port Heiden and Igiugig schools. Discuss the relevance of past projects (program, unique features, schedules, budgets, etc.) to this project. Provide three recent references for design of a similar school project. Include the following information in the response: Project name, location, square footage, contractor, bid award, final construction cost, owner, owner's representative's contact telephone and email address. Have each reference submit the completed Firm Reference form, Attachment A, to [lhylton@lpsd.com](mailto:lhylton@lpsd.com) by 11:00 a.m. March 15, 2023.

8.	PROPOSED ARCHITECTURAL PROJECT STAFF	WEIGHT	10
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Describe the work to be performed by the key staff and their qualifications in terms of education and experience directly related to the proposed contract. Discuss training, certifications, professional associations, design awards or other qualifications that enhance the ability of the members of the proposed design team to support the Lake and Peninsula School District. Include staff job title, Alaska registration number, and state of residency. List three (3) references (contact persons and telephone numbers) for Architectural Project Manager in responsible charge. Have each reference submit the Project Manager Reference form, Attachment B to [lhylton@lpsd.com](mailto:lhylton@lpsd.com) by 11:00 a.m. March 15, 2023.

NOTE: Marketing resumes often includes non-relevant information which may detract from the evaluation of proposal. Lists of projects without relevant details are not useful. Focus on individuals' specific duties and responsibilities and how project experience is relevant to the proposed contract(s).

9.	SUBCONSULTANT SERVICES	WEIGHT	6
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Address the recommended approach for selecting, providing and coordinating subconsulting services - mechanical, electrical, civil and structural engineering, environmental, geotechnical for both the Port Heiden and Igiugig and other smaller future projects. Provide a discussion of advantages and disadvantages of the recommendation.

10.	WORKLOAD AND RESOURCES	WEIGHT	5
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Response must: (1) discuss both current and potential time commitments to all clients (i.e., not only

the LPSD) for the proposed Project Team including any proposed consultants; and (2) demonstrate adequate support personnel, facilities and other resources to provide both the anticipated and unanticipated services.

11      QUALITY OF PROPOSAL

WEIGHT

2

**Offerors do not respond to this criterion.** Committee members will rate this criterion based on their perception of the clarity, completeness and presentation of submittal. Note: This criterion is not used to evaluate color, graphics or other visual techniques except as they may detract from legibility.

**PART C  
PROPOSAL FORM**

**This form must be the first sheet of proposal.** No transmittal letter or cover sheet will be used.  
Responses to criteria as listed in Part B must be attached.

**PROJECT**

Project Number: 01-2023  
Project Title: LPSD ARCHITECTURAL DESIGN SERVICES TERM CONTRACT

**OFFEROR**

Offeror:

Address:

City, State, Zip:

Alaska Business License Number:

Federal Tax Identification  
Number:

Individual(s) to Sign Contract:

Title:

Individual(s) to Sign Contract:

Title:

Type of Business Enterprise: (check one):

☐

Corporation in the  
State of: .....

☐

Individual

☐

Partnership

☐

Other (Specify): .....

**ACKNOWLEDGMENT**

I certify that I am a duly authorized representative of the firm listed above and that information and materials enclosed with this proposal accurately represent capabilities of the office(s) listed above for providing the services indicated. The Lake and Peninsula School District is hereby authorized to request any owner identified in this proposal to furnish any pertinent information deemed necessary to verify information provided or regarding reputation, performance and capabilities of the Offeror(s). I certify no member of the School Board or District employee, or spouse or other member of his/her household shall have any undisclosed interest as noted in paragraph entitled Conflict of Interest (see Part A, Section 9).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Title

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Firm

PART D

SCOPE OF WORK  
LAKE AND PENINSULA SCHOOL DISTRICT

ARCHITECTURAL DESIGN SERVICES TERM CONTRACT

RFP 01-2023

ISSUED March 2, 2023

The Lake and Peninsula School District is requesting proposals for architectural design services to support facility improvement and construction projects in the District over the next five years. Facilities Condition Surveys of the Port Heiden and Igiugig Schools are the highest priority at this time and is the primary focus of this Request for Proposal.

The Port Heiden School 13,511 sq. ft. school. It was originally constructed in 1979 with a classroom addition in 1979 and further additions in 1996. The population of the school is steady and the school does not require additional square footage. The original 4,513 sq. ft. of the Igiugig School was constructed in 1982 and a 3,696 sq. ft. addition was added in 1996. The Igiugig School currently is not calculated as being overcrowded but the school is projected to be at 146% of capacity within seven years. Both schools are due for renewal and replacement of several major building components.

Depending on the recommendations of the surveys the District may either use currently available grant funding or apply for FY 2025 DEED major maintenance grant funding to complete building improvements. It is expected that the selected contractor will continue services as the Architect of record following satisfactory performance of the survey efforts. This work could include development of construction documents and construction administration services.

At this time funding has not been identified for improvements at other schools.

Selection as a term contractor is not a guarantee that work will be awarded. A professional services agreement will be issued for each specific design project to be awarded under this selection process. During the five year period following selection as District term contractor the District may choose to issue contracts for other architectural services to the term contractor without further competition. However, the District is not prohibited from seeking the services of other firms following appropriate procurement procedures.

The scope of services for the condition surveys will require coordination of engineering and other specialized design services. The response to the proposal should address your plan for providing, and identify, the firms proposed to provide engineering subconsultant

services for both schools. It is not required that the proposer provide these consulting services within their firm. Nor is the commitment to a specific subconsulting team required. If your firm does have a commitment to a particular subconsultant, that should be addressed in the response. It is not required that the same subconsultants be used for other future District projects.

Future services may include but not be limited to the following as appropriate for each specific project:

**Deliverables:**

Design services may include facility condition survey, a building code analysis, energy analysis, schematic design, 65% design development, preparation of design/build RFP documents or final bid set drawings and specifications. Designer may provide a cost estimate at each stage of design. Documents must satisfy DEED grant requirements.

**Schedule:**

Design services shall be able to support an aggressive delivery schedule. Consultant should also be prepared to suspend work while projects wait for additional funding. Emergency repair projects shall be supported with immediate services.

**Permitting:**

Design services shall include construction document submission to the State of Alaska Fire Marshall, compliance with current federal and state codes, and permit acquisition.

The District reserves the right to make no selection under this request for proposal. The District may select more than one term contractor under this RFP.