



417 First Ave / PO Box 2895, Seward, AK 99664  
sewardhealthcenter.org  
Phone: 907-224-2273  
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**REVISED November 18, 2024**  
**REQUEST FOR PROPOSAL**  
**TO DESIGN AND CONSTRUCT A SECURED GARAGE FOR**  
**SCHC MOBILE CLINIC**

**\*\*IMPORTANT DETAILS\*\***

**RESPONSE MUST BE SUBMITTED ELECTRONICALLY BY:**  
**December 23, 2024, 12pm Noon (Alaska Time)**

**Incomplete or Bids received after deadline will not be considered**

**Please Read RFP Carefully**

**Submission & Questions Contact**  
**info@sewardhealthcenter.org**

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**Seward Community Health Center**  
**REQUEST FOR PROPOSAL**  
**TO DESIGN AND CONSTRUCT A SECURED GARAGE**  
**FOR SCHC MOBILE CLINIC**

**I. BACKGROUND INFORMATION**

Seward Community Health Center (SCHC) is a federally qualified health center (FQHC) in Seward, Alaska. SCHC offers high quality medical care for a variety of illnesses and conditions. Our mission is to identify and serve the healthcare needs of our community by providing quality, affordable services and promoting wellness, prevention, and partnerships.

SCHC is the largest provider of primary care in our community of roughly 4,500 residents. We have three full-time medical providers, one full-time behavioral health provider, and five additional part-time/on-call medical and behavioral health providers. Combined, these clinicians see approximately 2,200 patients per year for a total of roughly 5,500 annual patient encounters.

SCHC service area covers approximately 40 miles of rural highway with several small communities branching off into the hills and mountains. To increase access to services, SCHC purchased a mobile clinic in 2023 and construction of this garage will ensure the safety, security, and longevity of this asset.

**II. OBJECTIVE AND SCOPE**

SCHC is currently accepting proposals from qualified individuals, organizations, and firms with expertise in architectural and structural plans to collaborate with SCHC staff on the design and construction of a secure garage to store SCHC's Mobile Health Clinic. Contractor shall be responsible for all costs incurred in responding to this RFP. Due to funding requirements related to this project, time is of the essence in all respects.

The scope of work provided in Appendix I of this request for proposals has been established for the purpose of achieving and implementing program goals and objectives described in this document including:

- Prepare final design plans and specifications and submit them to SCHC for review and approval.
- Provide procurement of the general contractor/architect/consultants/etc.
- Obtain all necessary entitlements.
- Commission the necessary environmental assessments.
- Comply with all applicable environmental mitigation measures.
- Work in collaboration with SCHC on all aspects of the development, including the design and construction.
- Construct the highest quality and aesthetically pleasing structure within budget constraints.
- Comply with City of Seward building codes and requirements.
- Comply with all local, State, and federal labor requirements.
- Perform work within budget and proposed timeframe.
- Submit invoices in a timely manner following approved payment schedules.
- Obtain the necessary bonds and insurances.
- Obtain all necessary entitlements including a rezone, plan amendment, and final subdivision map (if applicable).

Although the scope is intended to serve as a reference in the preparation of the proposal, forthcoming proposals may offer additional services which support the goals of this RFP.

**III. SOURCES OF INFORMATION**

Any interested party who wishes to gain a better understanding of the organization or needs currently identified may contact Jilian Chapman, Interim Executive Director, at [info@sewardhealthcenter.org](mailto:info@sewardhealthcenter.org). All inquiries must be in written form, be received no later than the deadline for written questions noted in the Schedule of Events. Answers will be circulated to all interested parties who notify SCHC of an intent to participate.

#### IV. SCHEDULE OF EVENTS - PROPOSED

	TIMELINE
Issue/Open RFP	November 18, 2024
Deadline for Written Questions	December 6, 2024
Proposal Submittal Deadline	<b>December 23, 2024 (noon)</b>
Estimated Notification of Selection	December 31, 2024
Estimated Agreement Date	January 10, 2025
Project Completion Date	September 30, 2025

#### V. PROPOSAL QUALIFICATION REQUIREMENTS

This Request for Proposal represents the requirements for an open and competitive process under Electronic Code of Federal Regulations §200.320. 100% of this project is anticipated to be financed by federal sources and contractors must comply with all applicable federal laws, regulations, executive orders, and terms and conditions of the funding award. Proposals not conforming to these requirements will not be considered. Contractors may submit any additional documentation they would like to support their proposal.

SCHC will consider proposals that provide the following minimum requirements:

- A. Firm Fixed-Price:** Proposal costs must be all-inclusive including, but not limited to, parts, labor (internal and contracted), taxes, licensing, and warranties for the fully constructed facility. If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Any proposals which call for outsourcing or contracting work must include the name and description of the organizations being contracted.
- B. Design & Development Budget:** Proposals must include a detailed budget with estimated cash flow requirements and time points.
- C. Description of Proposed Project:** Proposals must include:
  1. Proposed Approach: Discussion of proposed approach to the above listed project scope, including any assumptions, methodologies, special resources, etc., and a timeline for the completion of the project. If relevant, include any recommendations for additional items which should be added to the project scope to help assure success.
  2. A description of the completed garage including square footage, utilities, and features
- D. Scaled Drawings:** All proposals must be accompanied by detailed drawings of the proposed facility.
- E. Contractor Qualifications:** Proposals must include a statement of contractor qualifications including
  1. Brief biographical profiles of the company and key personnel (and/or subcontractors) who will be assigned to work on the project. If applicable, include a statement of qualification as a small and minority firm, women's business enterprise, and/or labor area surplus firm (see 2 CFR §200.321), or a disadvantaged business enterprise (DBE).
  2. Confirmation of relevant certifications and licensure for Architect, General Contractor, Mechanical Engineer, Structural Engineer, Electrical Engineer, Civil Engineer, Landscape Architect, Geotechnical Engineer, HVAC, Electrical, as necessary.
  3. Evidence of financial capacity to perform work requested including financial statements, tax returns, or other relevant documentation.
  4. At least three (3) projects similar in scope performed by the consultant on relevant projects with dates of work and references with contact information for each as well as a current project backlog and the capacity to commit to the completion of this project by the stated deadline.
- F. Insurance Requirements:** Contractor shall, at its sole cost and expense, obtain insurance of the types and in the amounts described below. Policies will remain in full force and effect during the term of this

Agreement unless otherwise noted. By requiring insurance herein, SCHC does not represent that coverage and limits will necessarily be adequate to protect Contractor, and such coverage and limits shall not be deemed as a limitation on Contractor's liability under the indemnities granted to SCHC in this contract.

1. Commercial General and Umbrella Liability Insurance. Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a total limit of not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate. The general aggregate shall apply separately to this project.
  - a. CGL insurance shall be written on ISO occurrence form CG 00 01 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
  - b. SCHC shall be included as an insured under the CGL, using ISO additional insured endorsements CG 20 10 and CG 20 37 or their equivalent, including coverage for SCHC with respect to liability arising out of the completed operations of Contractor. Additional insured coverage as required in this subparagraph shall include completed operations and shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to SCHC
2. Waiver of Subrogation. Contractor waives all rights against SCHC and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the commercial general liability or commercial umbrella liability insurance maintained pursuant to this agreement. Contractor shall obtain an endorsement to the commercial general liability and umbrella liability policy to affect this waiver.
3. Business Auto and Umbrella Liability Insurance. Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos).
  - a. Business auto coverage shall be written on ISO form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in ISO form CA 00 01.
  - b. Waiver of Subrogation. Contractor waives all rights against SCHC and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the business auto liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Agreement [or under any applicable auto physical damage coverage]. Contractor shall obtain an endorsement to the business auto and umbrella liability policy to affect this waiver.
4. Workers Compensation Insurance. Contractor shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.
  - a. Waiver of Subrogation. Contractor waives all rights against SCHC and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the workers compensation and employers liability or commercial umbrella liability insurance obtained by Contractor pursuant to this agreement. Contractor, pursuant to this agreement, shall obtain an endorsement equivalent to WC 00 03 13 to affect this waiver.
5. Professional. If the Contractor is required to furnish professional services as part of the Work, the Contractor shall procure Professional Liability insurance covering performance of the professional services, with policy limits of not less than \$1,000,000 per claim and \$1,000,000 in the aggregate.
  - a. The Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of 3 years beginning from the time that work under the contract is completed.

6. Subcontractors' Insurance. Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified above. When requested by SCHC, Contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.
7. Builder's Risk Policy: Contractor shall secure and maintain through the life of the contract either a Builder's Risk policy or an Installation Floater in the full amount of the contract. The policy shall name Contractor, SCHC, and all subcontractors as named insureds (without the wording "as their interest may appear") and contain a waiver of subrogation endorsement in favor of all contractors and subcontractors.
8. Evidence of Insurance. Prior to commencing the work, and thereafter upon renewal or replacement of each certified coverage, Contractor shall furnish SCHC with a certificate(s) of insurance, including copies of the additional insured endorsements, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.
  - a. Failure of SCHC to demand such certificate or other evidence of full compliance with these insurance requirements or failure of SCHC to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.
  - b. SCHC shall have the right, but not the obligation, of prohibiting Contractor or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by SCHC.
  - c. Failure to maintain the required insurance may result in termination of this contract at SCHC'S option.

**G. Declarations:** Submission of declarations, information and details concerning the below settled against any member of the Contractor organization or project team:

1. Any construction or design claim or litigation totaling more than three hundred thousand dollars (\$300,000) or five (5) percent of the annual value of work performed, whichever is less.
2. Serious violations of the Occupational Safety and Health Act or experience modification rating (EMR) over 1.00 average for the most recent three (3) years.
3. Any violations of federal or state law, including, but not limited to, those laws governing the payment of wages, benefits, or personal income tax withholding, or of Federal Insurance Contributions Act (FICA) withholding requirements, state disability insurance withholding, or unemployment insurance payment requirements,
4. Suspension or debarment by the federal government as reported by the Office of Inspector General.
5. Any financial, business, or other relationship that the prospective contractor has with SCHC or any SCHC employee that may have an impact upon the outcome of the selection process of this project.
6. Compliance with all provisions of law applicable to the Project and a commitment that the Contractor and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project

**H. Bid Bond:** A 5% bid bond is required of all bidders.

**I. Project Completion:** Target completion date is **September 30, 2025**. Contractor shall provide an overview of design and/or construction timeline, key dates, and decision points in their proposal.

**J. Project Budget:** Turnkey - \$343,000

**K. Authorized Signature:** All proposals must include a cover letter with the name, title, address, telephone number, and e-mail of individuals with the authority to negotiate and contractually bind the company.

## VI. EVALUATION OF PROPOSALS

Contract will be awarded to the proposal that is most advantageous to SCHC, with price and other factors considered. Submittals that meet the requirements contained under "Proposal Qualification Requirements" will be evaluated by the project committee based on the following criteria and values:

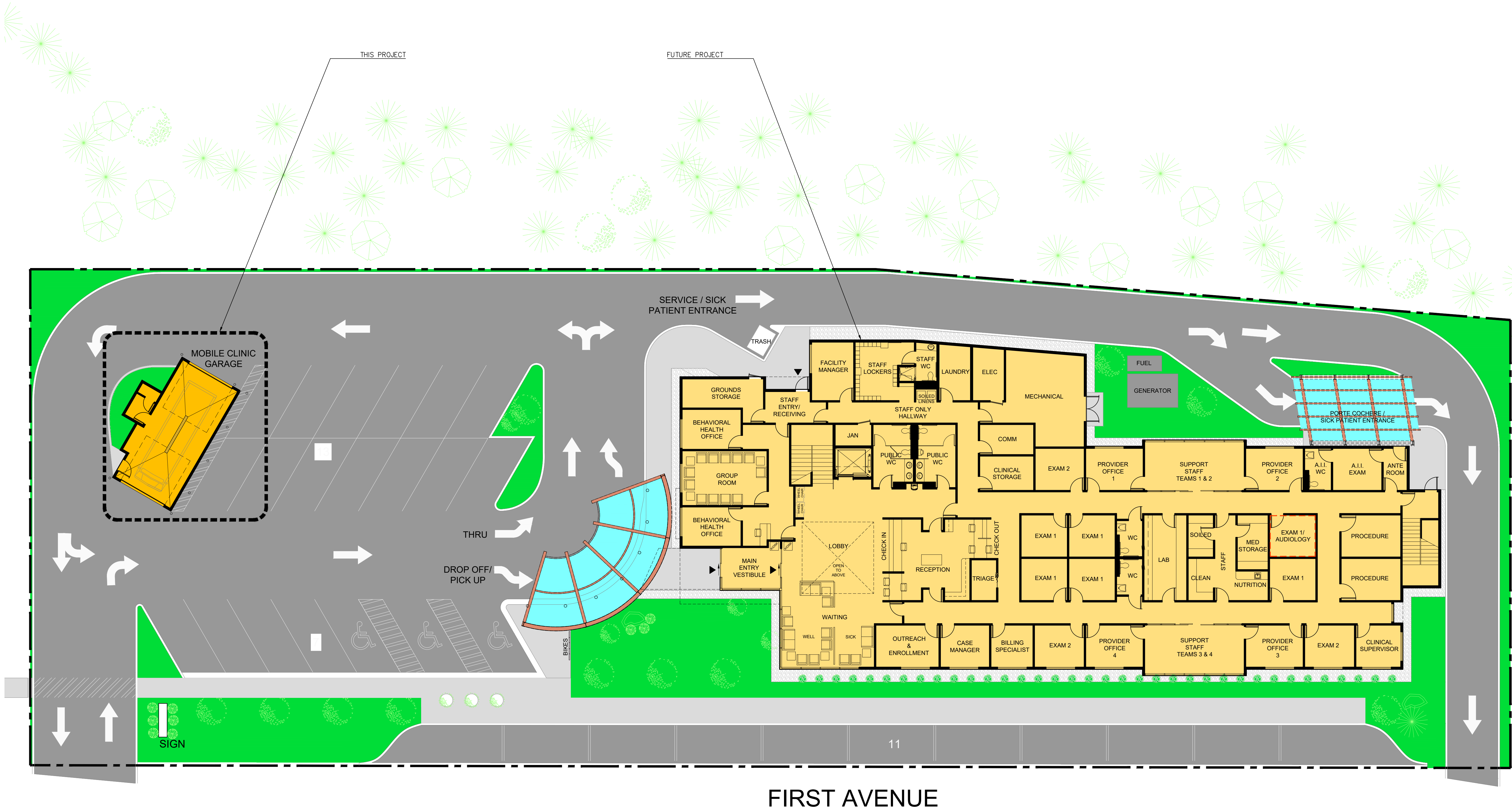
Item	Selection Criteria	Value
1	Competitive cost, number prescriptive designs offered, quantity/variation of architectural design options	35 pts
2	Key personnel's professional qualifications and experience, and recent experience in comparable projects	25 pts
3	Demonstrated capability to meet schedules and complete projects	20 pts
4	Proposed approach and methodology to completing the scope of work	15 pts
5	Key personnel's familiarity with Seward, AK and/or other similar rural jurisdictions	5 pts

SCHC reserves the right to reject any and all proposals submitted and to request additional information from all proposers. Any contract awarded will be made to the organization who, based on evaluation of all responses, applying all criteria and oral interviews, if necessary, is determined to be the best to perform the services requested.

## VII. SUBMISSION OF PROPOSALS

An electronic copy of your proposal must be submitted to Jilian Chapman, Interim Executive Director, SCHC, 417 First Avenue/PO Box 2895, Seward, AK 99664, [info@sewardhealthcenter.org](mailto:info@sewardhealthcenter.org) no later than Monday, **December 23, 2024 at 12:00 noon Alaska Time**. Selection of the individual or organization will be made by December 30, 2024 and all organizations submitting proposals will be notified immediately as to the selection results. No proposal will be considered that is not received at or prior to the above time and date.





SEWARD COMMUNITY HEALTH CENTER  
**MOBILE CLINIC**  
**PRIVATE GARAGE BUILDING**  
 SEWARD, ALASKA

**NORTHFORM**  
 ARCHITECTURE  
 2525 GAMBELL ST. SUITE 404  
 ANCHORAGE, ALASKA 99503  
 907.339.9200  
 LICENSE #119231

REVISION	DATE	DESCRIPTION

PROJECT NO. 1902.01  
 DRAWN BY: SRV  
 REVIEWED BY:  
 DATE: FEBRUARY 2, 2024

SCHEMATIC DESIGN  
 TITLE  
 SITE MASTER PLAN

SHEET NO.  
**A100**





SEWARD COMMUNITY HEALTH CENTER  
**MOBILE CLINIC**  
**PRIVATE GARAGE BUILDING**  
 SEWARD, ALASKA

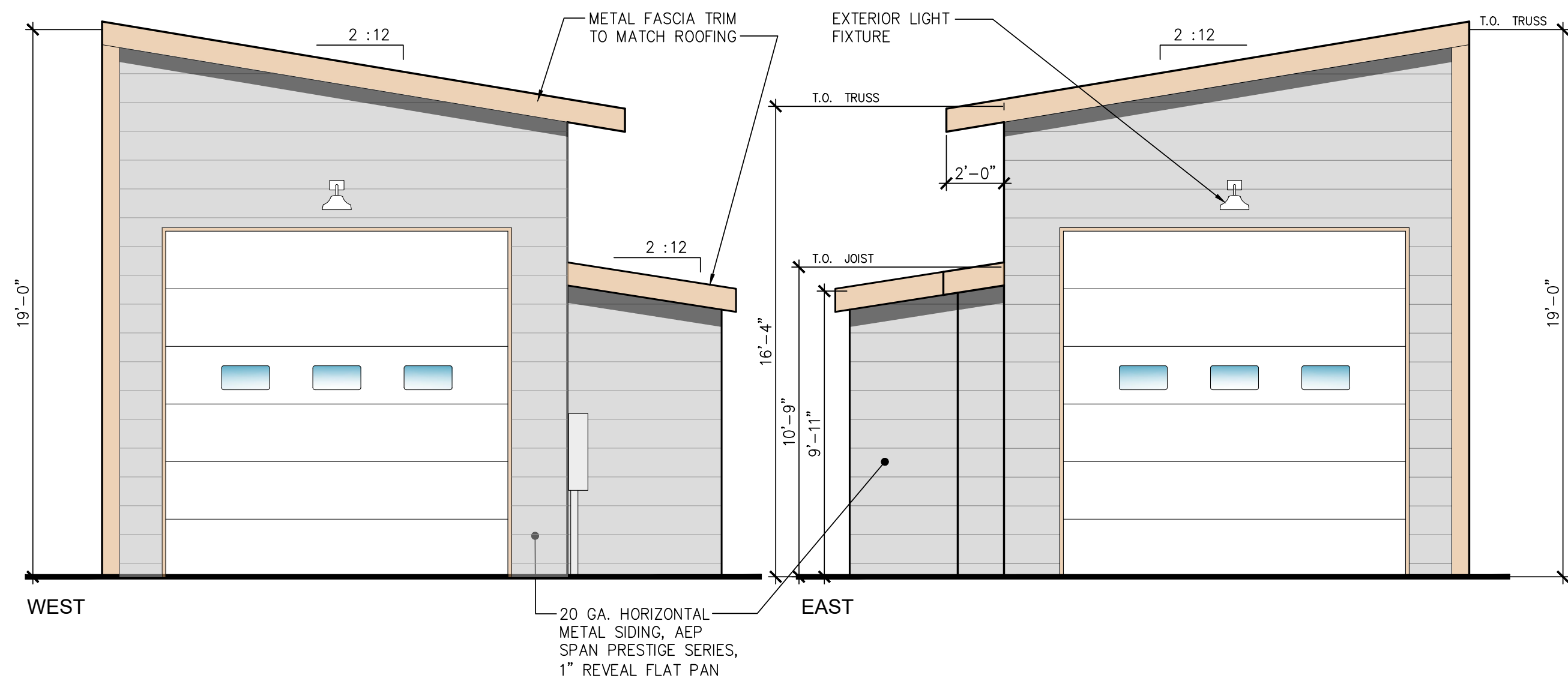
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PROJECT NO. 1902.01  
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SCHEMATIC DESIGN  
 TITLE  
**SITE PLAN & AERIAL PHOTO OVERLAY**

SHEET NO.  
**A100.1**



**CODE INFORMATION:**

Applicable Codes Currently Enforced by City of Seward:  
 • 2021 International Building Code (IBC)  
 • 2021 International Fire Code (IFC)  
 • 2021 International Mechanical Code (IMC)

Occupancy: Group U (private garage)  
 Construction: Type V-B  
 Fire Protection: Non-sprinklered.

Area and Height:  
 Allowable Area: 1,000 SF (IBC 406.3.1)  
 Allowable Height: 40 feet (IBC Table 504.3)  
 Allowable Stories: 1 (IBC Table 504.4)

Actual Area: 593 SF  
 Actual Height: 19'-0" / 1 story

Fire Rated Building Elements:  
 Structural Elements = 0 based on construction type (IBC Table 601)  
 Exterior Walls = 0 based on separation distance (IBC Table 705.5)  
 Attic Draft Stopping = Not required (IBC 718.4)

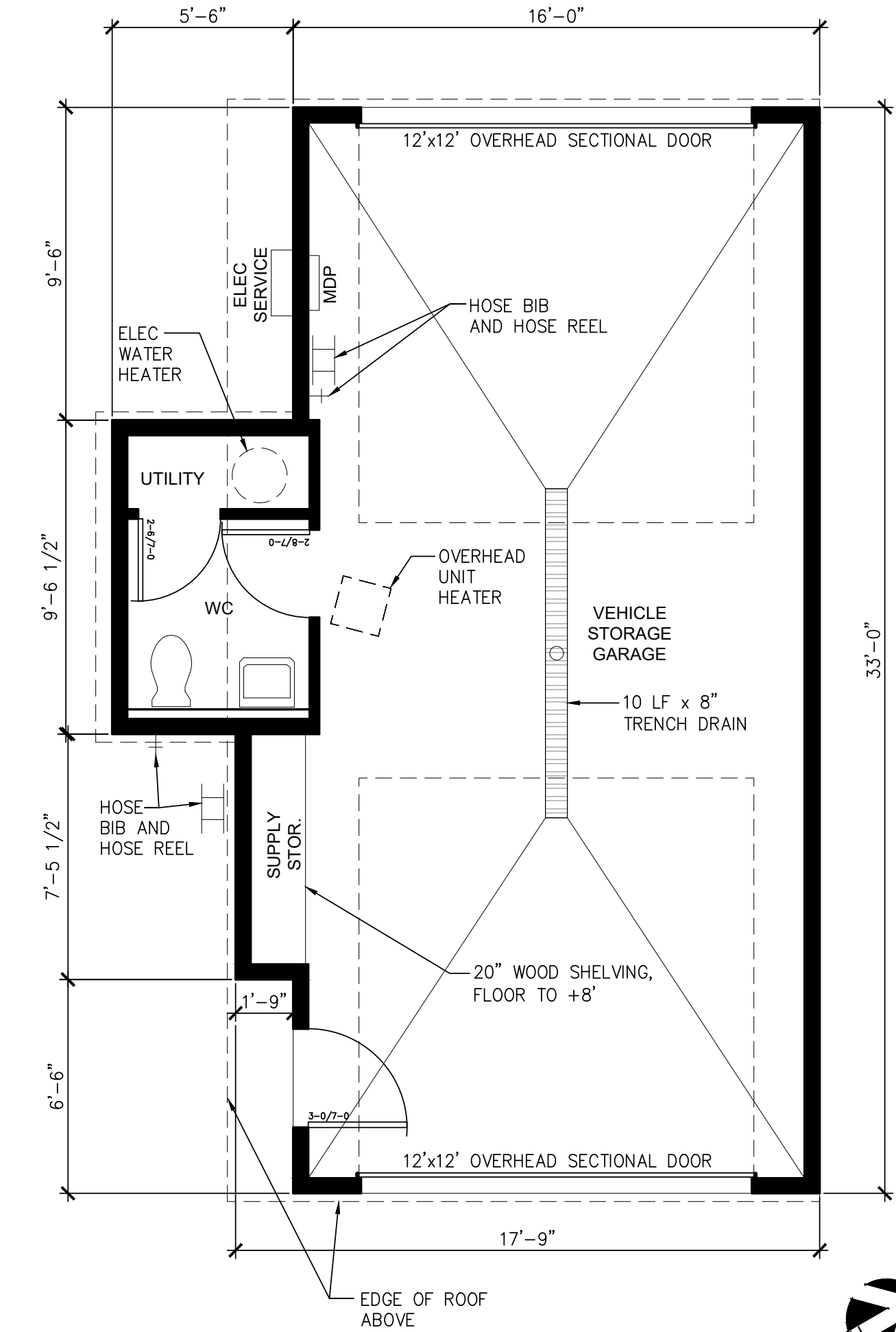
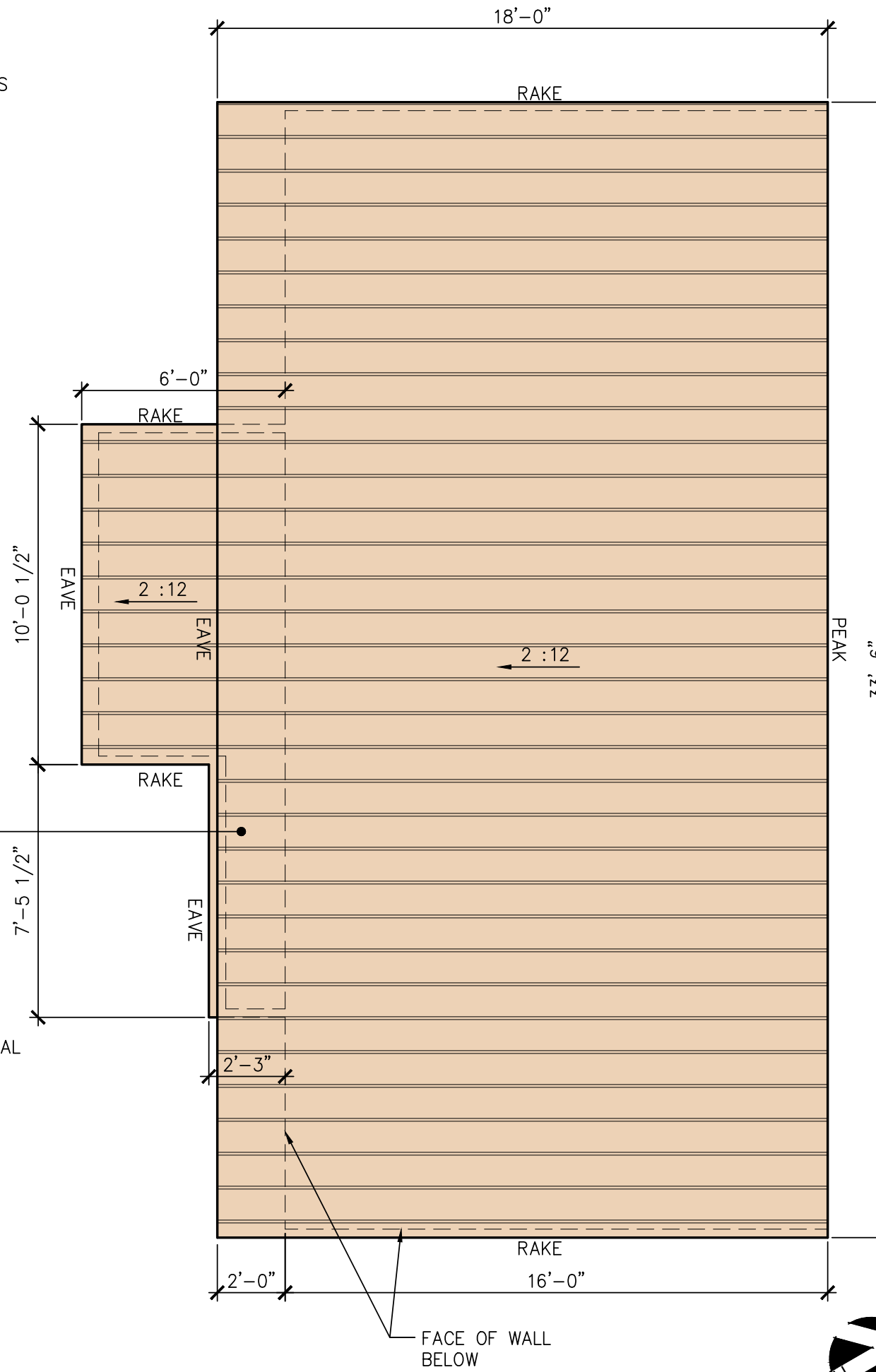
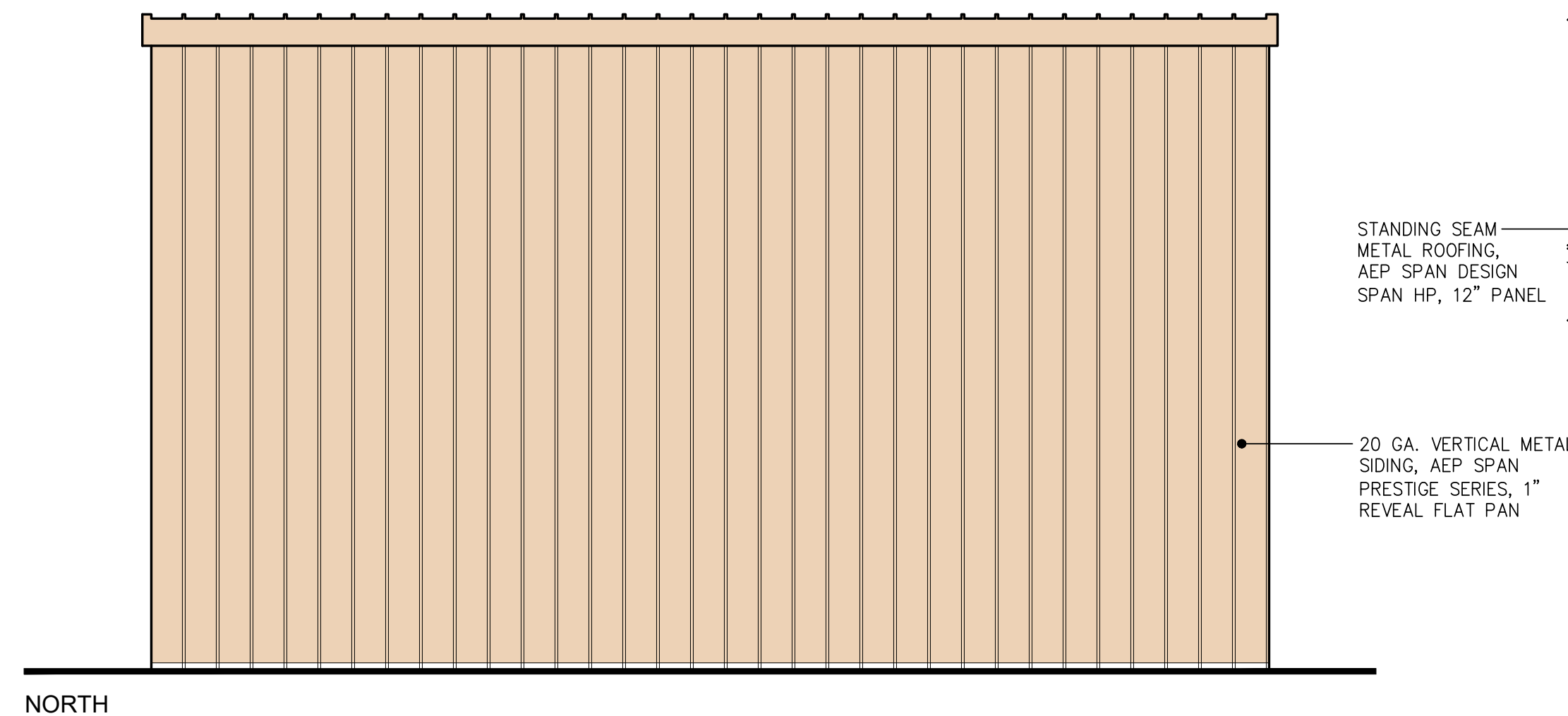
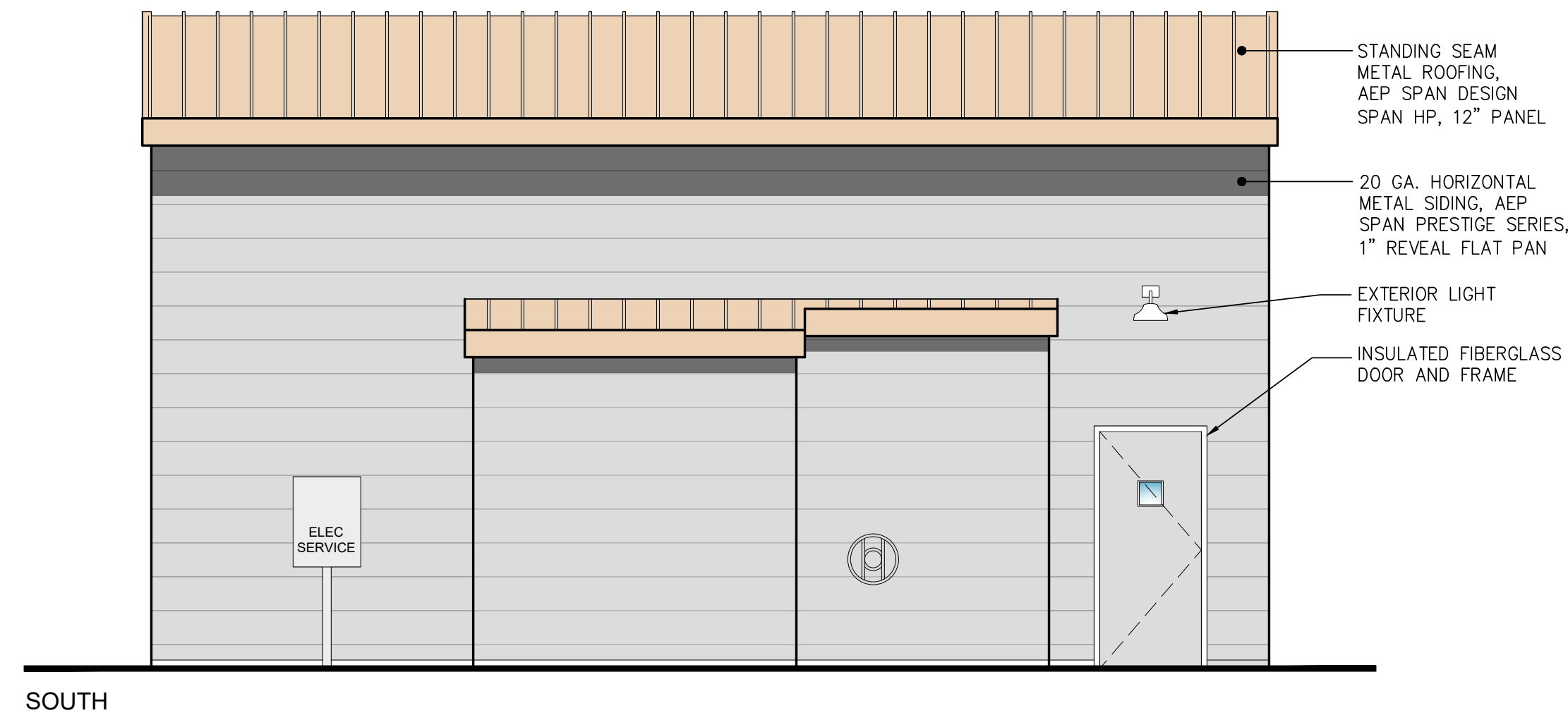
Fire Protection:  
 Distance to fire extinguisher: 75 feet (IBC 906.3(1))  
 Extinguisher Type: 4A:80B:C  
 Fire Alarm: Not required (IBC 907.2)

Means of Egress:  
 Design Occupant Load for Parking Garages:  
 200 GSF per occupant = 566 / 200 = 3 occupants (IBC Table 1004.5)  
 Number of Required Exits: 1 (IBC Table 1006.2.1, Table 1006.3.3, and Table 1006.3.4(2))  
 Maximum Common Path of Travel: 100 feet (IBC Table 1006.2.1)  
 Maximum Exit Access Travel Distance: 75 feet (IBC Table 1006.3.4(2))  
 Minimum Door Width: 32 inches for egress doors (IBC 1010.1.1)  
 Side-hinged Swing Type: Not required (IBC 1010.1.2 Exception 1)  
 Swing in Direction of Travel: Not required (IBC 1010.1.2.1)

Roof Assembly:  
 Roof assembly classification: Class C minimum (IBC Table 1505.1)

**GENERAL INFORMATION:**

- STRUCTURE: CONVENTIONAL WOOD-FRAMED CONSTRUCTION ON CAST-IN-PLACE CONCRETE SHALLOW STRIP FOOTINGS AND 4 INCH THICK CONCRETE SLAB-ON-GRADE.
- PLUMBING: PROVIDE DOMESTIC WATER AND WASTEWATER CONNECTIONS TO THE BUILDING. PLUMBING FIXTURES INCLUDE ONE TOILET, ONE LAVATORY, ONE INTERIOR HOSE BIB, ONE EXTERIOR HOSE BIB, AND ONE FLOOR DRAIN CONNECTED TO A 8" WIDE TRENCH. PROVIDE HOT AND COLD WATER SUPPLY TO THE LAVATORY AND BOTH HOSE BIBS. PROVIDE 30 GALLON ELECTRIC WATER HEATER WITH 6KW ELEMENT (208V, 1PH) - RHEEM EGSP30, OR EQUAL.
- HEATING: BUILDING IS HEATED WITH A 5.0 KW ELECTRIC UNIT HEATER (QMARK MUH0581-PRO, OR EQUAL) SUSPENDED FROM THE CEILING OF THE GARAGE, AND 400W ELECTRIC BASEBOARD (QMARK KCJ400, OR EQUAL) IN THE WC AND UTILITY ROOM.
- VENTILATION: BUILDING IS PASSIVELY VENTILATED WITH OPERABLE WINDOWS. PROVIDE ONE ELECTRIC EXHAUST FAN CONTROLLED BY BOTH MANUAL SWITCH AND AUTOMATICALLY BY A C.O. DETECTOR LOCATED IN THE GARAGE.
- POWER: PROVIDE 100 AMP, 208Y/120V, 3 PHASE ELECTRICAL SERVICE. PROVIDE MAIN EXTERIOR MOUNTED DISCONNECT AND CT ENCLOSURE. COORDINATE REQUIREMENTS WITH CITY OF SEWARD ELECTRICAL DEPARTMENT. PROVIDE 100A, 30 CIRCUIT, MAIN DISTRIBUTION PANEL (MDP). ALL LIGHTING, HEATING, RECEPTACLES, ETC. TO BE CONNECTED TO MDP. PROVIDE APPROXIMATELY 8 INTERIOR RECEPTACLES AND 4 EXTERIOR RECEPTACLES.
- LIGHTING: PROVIDE LED TYPE LIGHTING THROUGHOUT BUILDING. PROVIDE HIGH BAY PENDANT MOUNT LIGHTING IN VEHICLE GARAGE, SURFACE MOUNTED STRIP LIGHT IN UTILITY ROOM AND WC, AND BUILDING MOUNTED LIGHTING ABOVE MANDOOR AND OVERHEAD DOOR.
- TELECOM: PROVIDE SMALL WALL MOUNTED TELECOM RACK ON WALL FOR CONNECTION TO SERVING UTILITY. PROVIDE A MINIMUM OF ONE CEILING MOUNTED TELECOM OUTLET FOR CONNECTION TO OWNER-FURNISHED/ CONTRACTOR-INSTALLED WIRELESS ACCESS POINT AND TWO 2-PORT WALL MOUNTED TELECOM OUTLETS.



03 EXTERIOR ELEVATIONS  
 A101 APPROXIMATE SCALE: 1/4" = 1'-0"

02 ROOF PLAN  
 A101 APPROXIMATE SCALE: 1/4" = 1'-0"

01 FLOOR PLAN  
 A101 APPROXIMATE SCALE: 1/4" = 1'-0"

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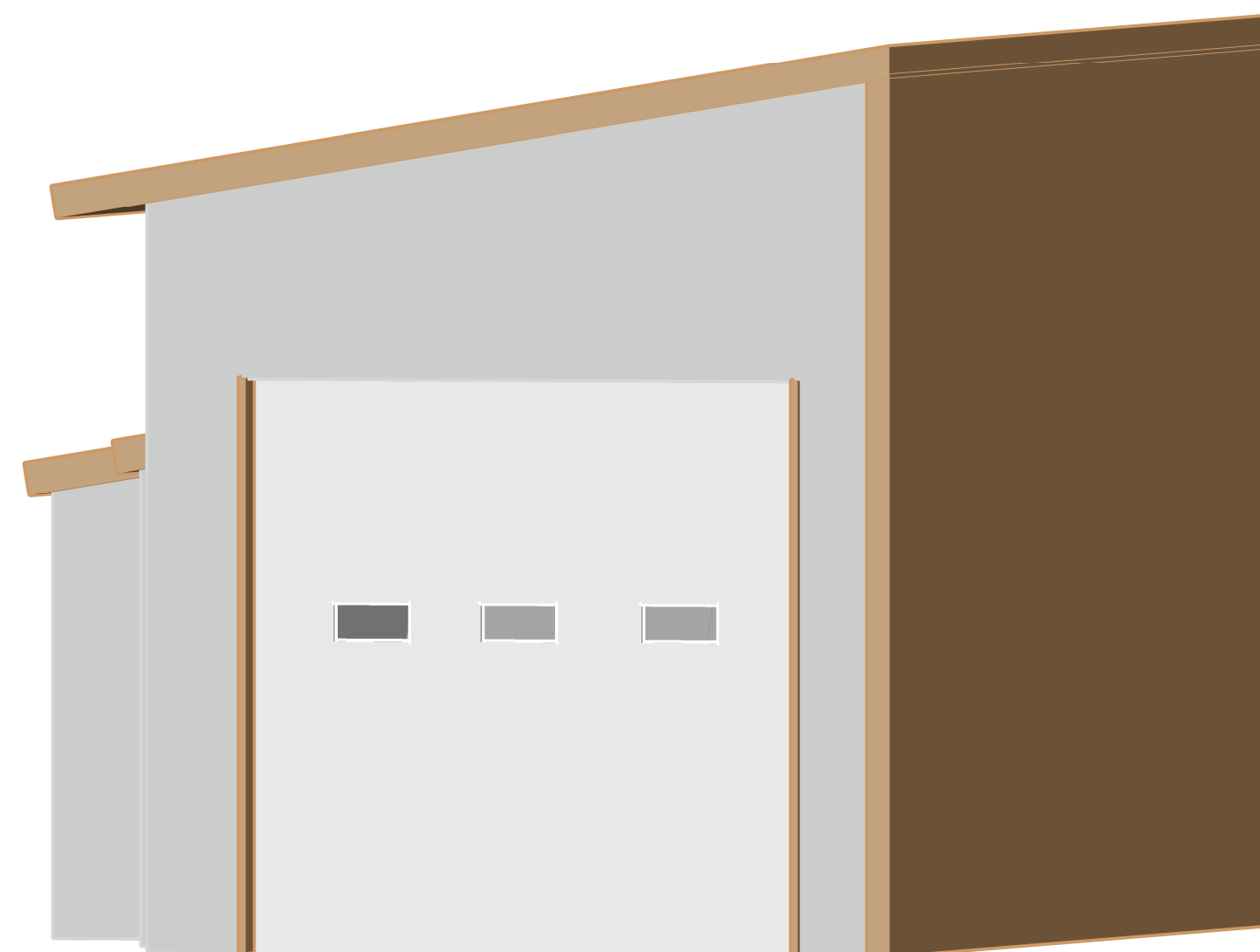
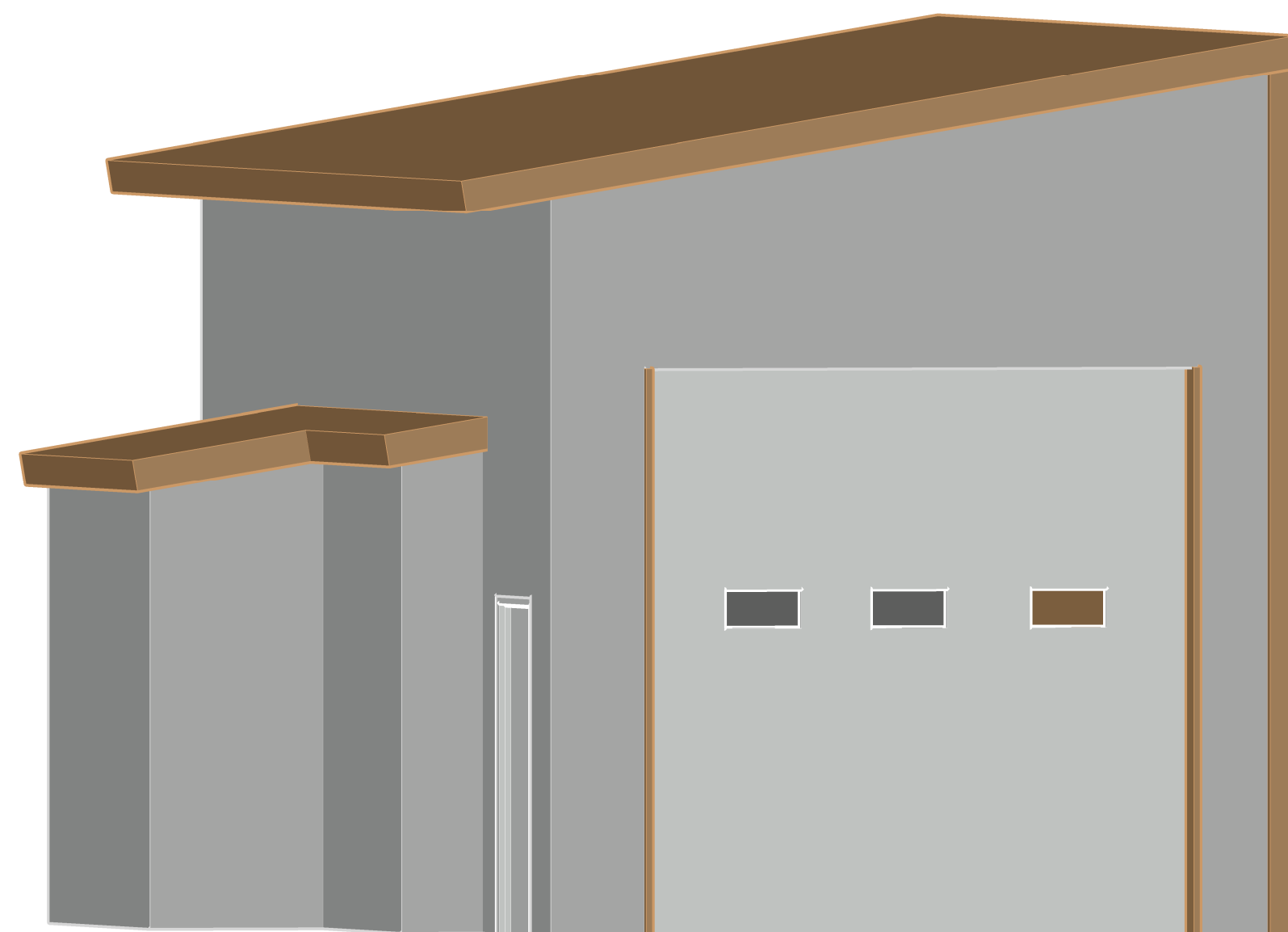
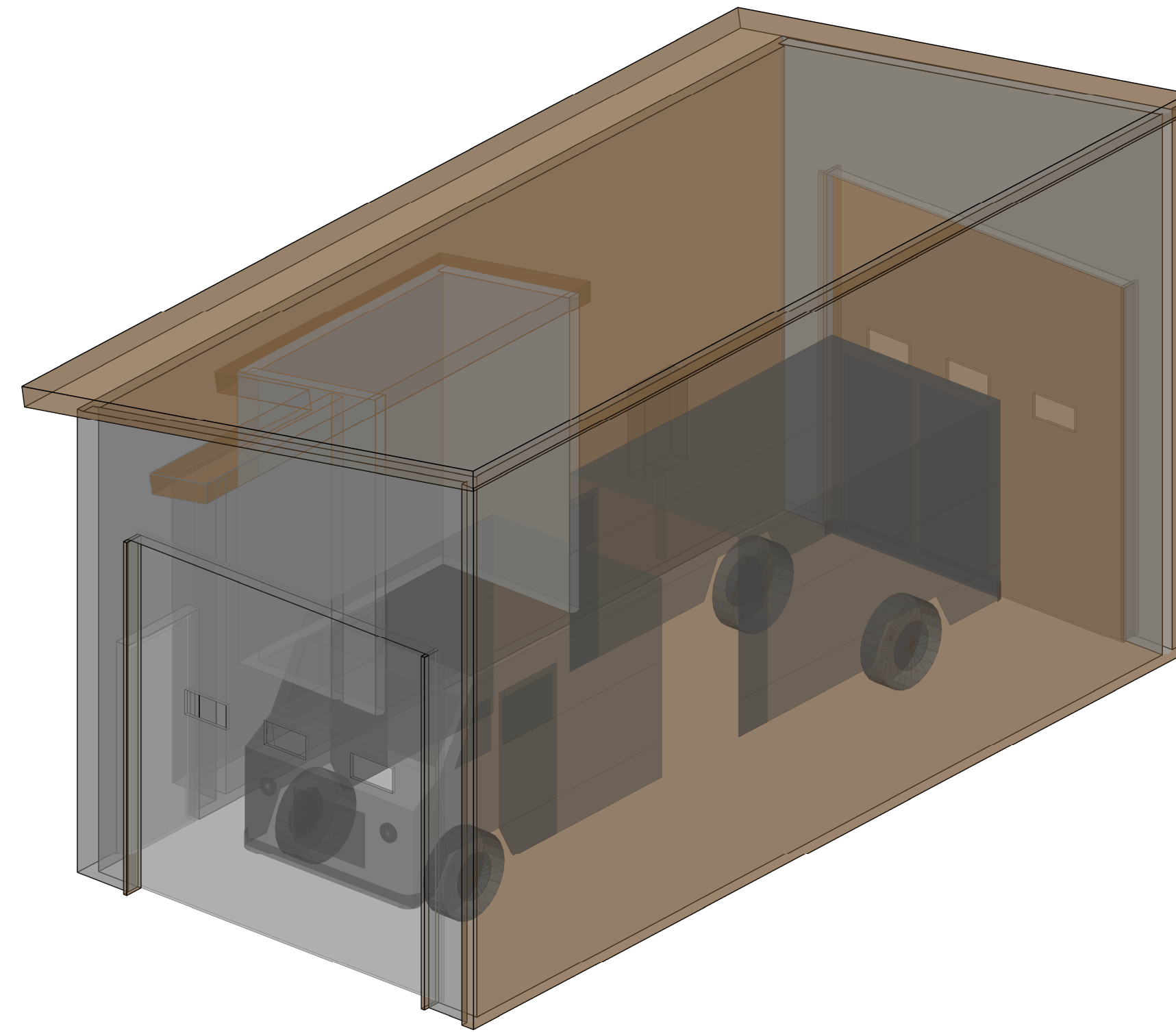
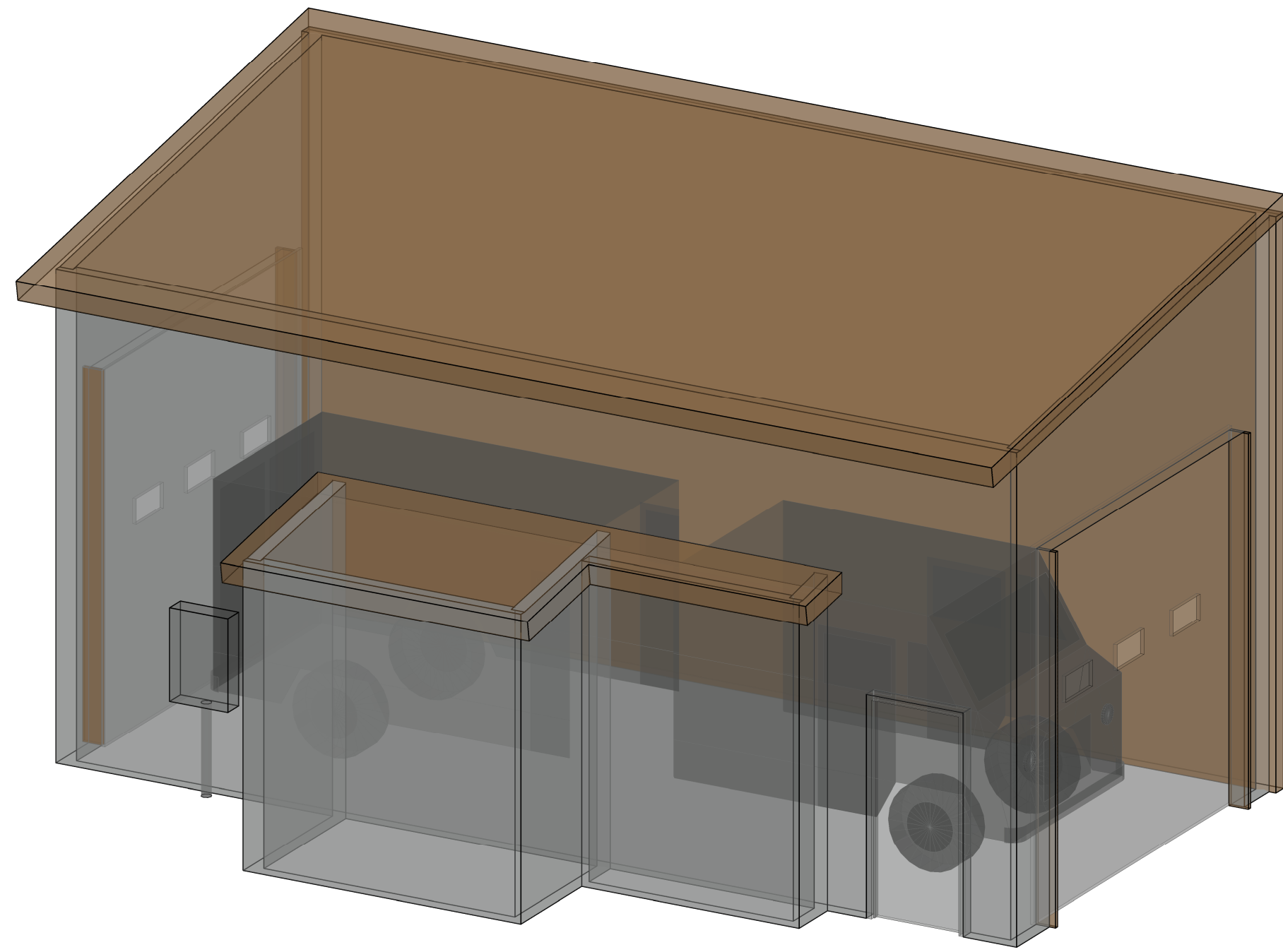
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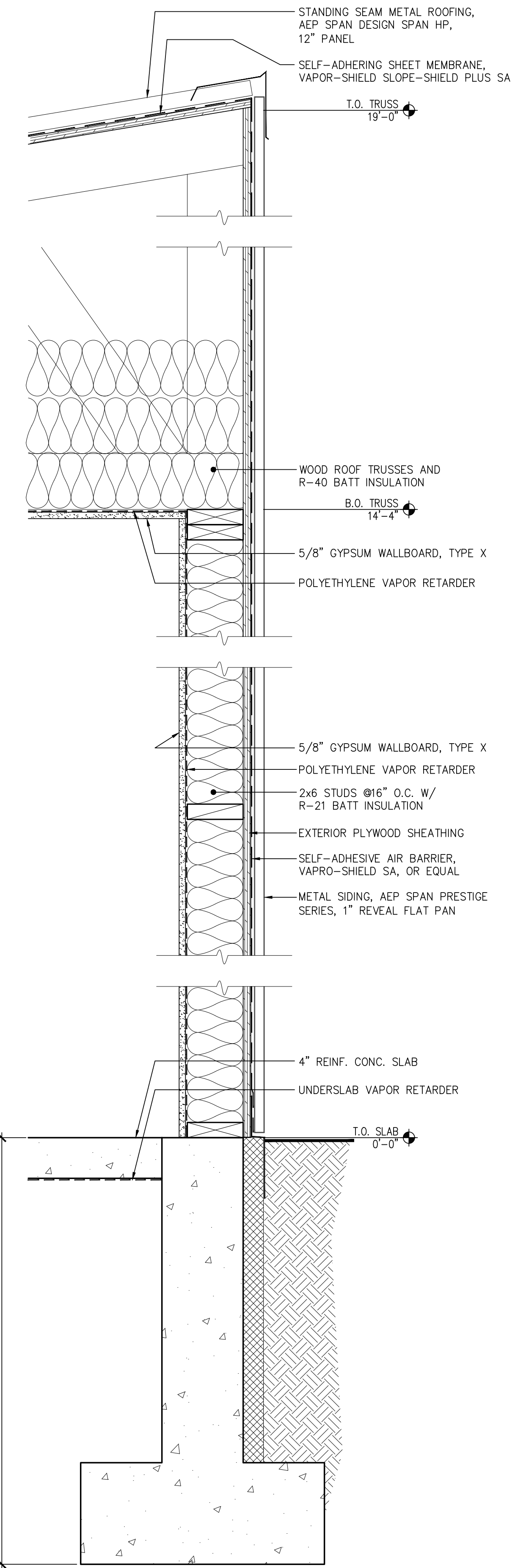
SCHEMATIC DESIGN  
 TITLE

FLOOR PLAN, ROOF  
 PLAN, AND EXTERIOR  
 ELEVATIONS

SHEET NO.  
**A101**



02 3D PERSPECTIVES  
A201 APPROXIMATE SCALE: NO SCALE



01 WALL SECTION  
A201 APPROXIMATE SCALE: 1-1/2" = 1'-0"

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PRIVATE GARAGE BUILDING  
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SCHEMATIC DESIGN  
TITLE  
WALL SECTION AND PERSPECTIVES

SHEET NO.  
A201