

NATIVE VILLAGE OF EYAK

**REQUEST FOR PROPOSALS
FOR
Mold Remediation Project #003.**



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INSTRUCTIONS TO RESPONDENTS

I. Solicitation

The Native Village of Eyak (“NVE”) is soliciting proposals and rate information from Contractors with experience with Mold Remediation.

II. Submittals

To be considered, respondents must deliver submittals to the address below, on or before the deadline, and in the number of copies indicated below.

Deadline: Proposals will be accepted until: **5:00 p.m. AST on Friday, October 27, 2017**

Address Responses To:
Sean O’Brien
Tribal Public Works Project Manager
Native Village of Eyak
P.O. Box 1388
Cordova AK 99574

Mark Submittals as Follows: Mold Remediation

Required Number of Copies: **3**

III. Background and Project Summary

Overview – A site inspection has been performed on this site. Mold and water stains were present on 3 living room windows, one window has lost its seal and had condensation between the panes and glass. Two bedroom windows also had mold and water staining on the sills. The arctic entry has a leaking roof and has damaged the drywall.

Scope of work to remediate the mold damage is as follows:

- Remove and replace the 3 living room windows with proper flashing and reinstall the vinyl siding and new J channel and proper sealant. New window sills and interior trim.
- Removal and replacement of the 2 aluminum framed windows on the 2nd floor of the home. Flashed properly, sealed properly and reinstall vinyl siding and new J channel. Proper silicone for sealant.
- Seal the wall of roof flashing on the arctic entry roof to prevent water entering the building envelope. Install closure strips to the ridge cap and seal to prevent water entering building.
- Remove and replace arctic entry drywall ceiling, mud, tape, primer and paint.

IV. Rates

As an attachment to their proposal, respondents must provide overhead rate, including rates per labor categories for services. Contract payment is anticipated to be based on selected standard hourly rates.

V. Schedule

Interested respondents are requested to give careful consideration to their workload and capability of meeting project schedules. It is anticipated that selection of a contractor be complete and all final contracts signed by November 3, 2017. Upon final negotiation of the scope and time schedule for the Project, the selected contractor should be prepared to commence work immediately after execution of the contract documents. NVE expects to make a single contract award to the respondent who is deemed the best qualified to perform the Project.

VI. Type of Agreement

Upon notice of Intent to Award, it is expected that the selected Contractor will review and sign NVE's standard form of agreement for services.

VII. Scope of Services

Upon selection of a Contractor and prior to execution of NVE's standard form of agreement, NVE and selected Contractor shall jointly develop a detailed narrative scope of work, Project schedule, and other work items required to complete the Project on time and within budget. The scope of work shall comply with all applicable federal, state, and tribal regulations.

VIII. Other Requirements

Native Preference: NVE seeks, to the greatest extent feasible, to provide a preference in the selection of a design-build firm to qualified, responsible and available respondents that meet federal requirements to qualify as an Indian Organization or an Indian-owned economic enterprise. Respondents DO NOT need to qualify as an Indian organization or Indian-owned economic enterprise in order to submit a proposal. In accordance with applicable law, NVE reserves the right to determine, in its sole discretion, whether application of the Indian preference is feasible.

IX. Selection Process

Respondents will be reviewed by the NVE Selection Committee established for this Project. Proposals shall be prepared to allow the NVE Selection Committee to review and evaluate the following factors.

X. Proposal Content and Format

Proposals should only address the selection criteria listed above. Submittals should include all of the following and adhere to the specified criteria.

Cover Letter:	1 page maximum
Narrative:	1-2 pages maximum
Resumes:	1 pages maximum (each)
Rate Sheets and Attachments:	As required

One page is defined as one side of a standard 8 ½" x 11" sheet of paper.

XI. Additional Information

For additional information regarding the Project, please contact:

Sean O'Brien
Tribal Public Works Project Manager
Native Village of Eyak
P.O Box 1388
Cordova AK 99574
Office Phone: 907-424-7738
Email: sean.obrien@eyak-nsn.gov

XII. Other

The issuance of this request for proposals, the submission of a response by any contractor, and the acceptance of such response do not obligate NVE in any manner. NVE is not liable for any costs incurred by respondents prior to the issuance and execution of a contract to the contractor selected as a result of the selection process. All proposal preparation and other costs in responding to this request for proposals shall be the sole responsibility of the respondents.

NVE reserves the right to waive any formalities in the selection process, and to make a selection as deemed in its own best interest. This includes the right to reject any or all proposals and the right to proceed utilizing a different process. NVE may require, seek and utilize all information it deems appropriate in order to assess the qualifications of individual respondents. Unless otherwise clearly specified by respondents, information in proposals submitted in response to this request for proposals shall be considered public information and may, at NVE's discretion, be released to the public at the conclusion of the evaluation, selection and contract award process, with the exception of the rate information submitted in response to the pricing criteria. Any other information related to pricing or capacity that responders consider confidential and/or proprietary and wish to remain unavailable for public disclosure must be clearly identified.