



**Request for Proposals (RFP):# SCF-25-1154**

**ANPCC III Integrated Care Team Furniture Replacement  
Design-Build RFP**

**RFP Release Date: February 26, 2025**

*SCF Procurement & Materials Department  
7033 East Tudor Road  
Anchorage, AK 99507*

*Purchasing Agent Venus Coffey*

*Phone: 907-729-5264*

*E-Mail: [SCFPurchasing@southcentralfoundation.com](mailto:SCFPurchasing@southcentralfoundation.com)*

**Important Notice:** See Section 2.3.

You must email SCF Purchasing at [SCFPurchasing@southcentralfoundation.com](mailto:SCFPurchasing@southcentralfoundation.com) to register and provide Proposer qualifications. Failure to do so may result in the rejection of your proposal.

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**EXHIBITS:**

EXHIBIT A: Scope of Services

EXHIBIT B: Proposal Offer and Signature Page

EXHIBIT C: Form of Non-Collusive Affidavit

EXHIBIT D: SCF Div 1 02-10-25

EXHIBIT E: Southcentral Foundation PCC III Clinic Conformed Set : Electrical Drawing Sheets Only

## Section 1. Background and History

### 1.1 SCF History

Southcentral Foundation is an Alaska Native-owned, nonprofit health care organization serving nearly 70,000 Alaska Native and American Indian people living in Anchorage, Matanuska-Susitna Borough, and nearby villages in the Anchorage Service Unit.

Incorporated in 1982 under the Tribal authority of [Cook Inlet Region, Inc.](#), Southcentral Foundation is the largest of the [CIRI nonprofits](#), employing more than 2,700 people in more than 80 programs.

### 1.2 Vision and Mission Statement

SCF's vision is a Native Community that enjoys physical, mental, emotional, and spiritual wellness; its mission is to work together with the Native Community to achieve wellness through health and related services. The organization has developed and implemented comprehensive health-related services to meet the changing needs of the Native Community to enhance culture and empower individuals and families to take charge of their lives.

### 1.3 SCF Facilities

SCF offers a wide range of health and wellness services for Alaska Native and American Indian people living in Anchorage and the Matanuska-Susitna Borough, and nearby villages. They also provide regional support to residents of 55 rural villages in the Anchorage Service Unit, a geographical area stretching 107,400 square miles across Southcentral Alaska – extending from the Canadian border on the east to the Aleutian Chain and Pribilof Islands on the west.

## Section 2. General Information

### 2.1 Purpose of the Request for Proposal (RFP)

SCF is soliciting detailed proposals from qualified teams interested in providing Design-Build services and cost estimating to replace sit-stand desk furniture and/or furnishings for the Integrated Care Team (ICT) open office workspaces within the Anchorage Native Primary Care Building III (ANPCC III). Minor architectural, mechanical, electrical and data port construction is anticipated to accommodate the new furnishings. This building is located in Anchorage, Alaska.

The Scope of Services is further defined and provided as Exhibit A to this RFP. The Proposer shall subcontract with other firms, if deemed necessary, to complete the tasks described in this RFP.

### 2.2 Contract Period

The contract term shall begin with the design phase in April 2025 followed by the construction phase. The project must be completed and final pay application paid by September 26, 2025. The project schedule will be further defined with the selected proposer. The selected team shall provide all design, pre-construction, furniture planning, procurement, installation and construction services through final completion.

### 2.3 Proposer Registration and MANDATORY SITE VISIT

Proposers must register with the SCF Purchasing Agent by emailing [SCFpurchasing@southcentralfoundation.com](mailto:SCFpurchasing@southcentralfoundation.com) **no later than March 5, 2025 by 3 pm in order to participate in the Mandatory Site Visit.** Include the RFP Number and title in the subject line of the email when you register. Send Proposer contact name, title, email, phone, and address. Failure to register with the SCF Purchasing Agent by the above deadline may result in the rejection of your Proposal. Please visit the SCF website frequently during the RFP process for up-to-date information, including revised RFPs, changes to the schedule, notices, and question/comment responses, etc. SCF will not be providing updated information via email.

The **MANDATORY SITE VISIT** will be held at the project site on 4320 Diplomacy Drive Anchorage, Alaska 99508, Tudor Centre on the Alaska Native Health Center Campus on March 6, 2025, at 2:30PM.

### 2.4 SCF Purchasing Agent

Any questions regarding this RFP should be addressed and/or delivered to:

SCF Purchasing Agent  
7033 East Tudor Road  
Anchorage, AK 99507  
Attention: Donovan Fairbanks  
Email: [SCFPurchasing@southcentralfoundation.com](mailto:SCFPurchasing@southcentralfoundation.com)  
Phone: 907-729-6613

## Section 3. Request for Proposal Details

### 3.1 Schedules

This RFP will follow the schedule in Table 1, RFP Schedule, below. SCF reserves the right to modify this schedule.

#### RFP Schedule

RFP Release Date	February 26, 2025
Deadline for Registration	March 5, 2025, by 3 pm
Mandatory Pre-Bid Site Visit	March 6, 2025, 2:30 pm
Deadline for Questions	March 14, 2025, by 3 pm
Proposal Due Date	March 21, 2025, by 3 pm
Anticipated Notice of Award	March 28, 2025
Final Completion	September 26, 2025

Table 1. RFP Schedule

### 3.2 Deadline for Receipt of Proposals

Proposals must be submitted no later than the proposal due date and time. Proposers are fully responsible for timely delivery of proposals. Any proposal received after the stated closing time will not be considered. The Proposer is responsible for assuring actual delivery of the proposal to the email address referenced in Section 2.4, before the advertised date and hour located in Section 3.1.

### 3.3 Other Licenses and Registrations Requirements

All Proposers must hold a valid Alaska Business License at the time of bid and maintain it throughout the project.

All Proposers are required to hold all necessary applicable professional licenses and registrations required by Federal, State, Municipality or Borough law and proof of such shall be submitted with each proposal. Obtaining and ensuring compliance to all licensing and registration requirements is the responsibility of the Proposer.

### 3.4 Conflict of Interest and Restrictions

If Proposer, Proposer's employee, subcontractor, or any individual providing services under contract to SCF has a perceived or material conflict of interest affecting the objectivity, analysis, and/or performance under contract, the Proposer is required to submit details in writing to SCF

within (10) ten days of issuance of this RFP. SCF will determine if the conflict is significant and material and if so, may notify the Proposer in writing of elimination from the RFP process.

### **3.5 Addendum to the RFP and Right to Award**

SCF reserves the right to issue written addendums to revise or clarify the RFP, respond to questions, and/or extend or shorten the due date of the proposals.

SCF reserves the right to not award or cancel the award of the contract to a Proposer who will not agree to all provisions, terms, and conditions as contained within this RFP.

### **3.6 Cancellation of the RFP**

SCF retains the right to cancel the RFP process if it is in SCF's best interest. SCF will not be responsible for costs incurred by Proposers for proposal preparation.

### **3.7 Contract Negotiations**

This RFP does not obligate SCF or the selected Proposer until a contract is signed and approved by both parties. Upon completion of the evaluation process, contract negotiations may commence. If the selected Proposer fails to provide necessary information for negotiations in a timely manner and/or negotiate in good faith, SCF may terminate the award of the contract. SCF will not be responsible for costs incurred by the Proposer resulting from contract negotiations.

SCF reserves the right to include additional terms and conditions during contract negotiations. However, these terms and conditions must be within the scope of the original RFP and will be limited to price, clarification, definition, administrative, and legal requirements.

## **Section 4. Instructions for Proposers**

### **4.1 Proposer's Review and Substantive Questions**

Proposers should carefully review this RFP for errors, questionable or objectionable materials, and items requiring clarification. Proposers may submit these comments and/or questions in writing to SCF's Contract Administrator as directed in Section 2.5 of this RFP. This will allow time for written response, clarification, or an addendum to the RFP to be issued, if required, to all Proposers.

Proposers may not rely upon verbal responses made by any SCF employees or any representatives of SCF.

Proposers who contact any other SCF employee regarding this RFP may be disqualified. Proposers have no claim against SCF for failure to obtain information made available by SCF and are solely responsible for conducting their own research, due diligence, or other work necessary for the preparation of proposals, negotiation of agreements, or delivery of services pursuant to any agreement.

## 4.2 Filing a Protest

A Proposer may protest the award of a contract or the proposed award of a contract. The protest must be filed in writing, addressed to the SCF Contract Administrator, and include the following information:

- The name, address, and telephone number of the protester.
- Signature of the protester or the protester's representative.
- Identification of the RFP.
- Detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and
- Form of relief requested.

Protests must be submitted to SCF Contract Administrator within (5) five business days of Notice of Award date, as provided in Section 3.1 of this RFP. Only Proposers that submitted a valid proposal may file a protest.

## 4.3 Proposal Requirements

- A. SCF requests Proposers submit (1) one proposal consisting of Proposer's detailed plan for provision of services.
- B. Proposers may not submit more than (1) one proposal.
- C. A proposal's content will not be disclosed to other Proposers.
- D. All proposals and other material submitted become the property of SCF.
- E. SCF assumes no responsibility or liability for the transmission, delay, or delivery of proposals by either public or private carriers.
- F. SCF discourages excessive or costly proposals. All costs incurred by Proposers in preparing and submitting a proposal are the Proposer's responsibility and shall not be charged to SCF or reflected as an expense of the resulting contract.
- G. It is the responsibility of the Proposer to indicate within their proposal the applicability and compliance required of any other Federal, state, municipal, or other governmental statutes, regulations, ordinances, acts, and/or requirements.
- H. In the event that only one proposal is received, SCF reserves the right to restructure the RFP and/or extend the due date of proposals.

## 4.4 Proposal Submission

Proposers are required to submit (1) one PDF electronic copy of their proposal. The Proposer is responsible for assuring actual delivery of the proposal by email to [scfpurchasing@southcentralfoundation.com](mailto:scfpurchasing@southcentralfoundation.com) before the advertised date and hour specified in Section 3.1.

The subject line should read, "SCF25-1154 – ANPCC III Integrated Care Team Furniture Replacement Design-Build RFP".



#### **4.5 Proposal Withdrawal and Correction**

A proposal may be either corrected or withdrawn by submitting a written request to the SCF Purchasing Agent if received prior to the date and time of proposals being due.

## Section 5. Format for Proposals

### 5.1 Proposal Content and Format

The proposals should be compiled in a professional manner, organized exactly in accordance with this section, with page numbers in bottom righthand corner of footer. Proposers should respond directly to the evaluation criteria for this project; generic marketing information is not acceptable. Additional material (other than that requested below) is not required or desired. Clarity and brevity are encouraged. 11pt minimum font, Aptos – all pages; document should be “portrait” orientation format.

Please limit proposal response for Response to Criteria to 10 pages total. Title page, Cover Letter, Licenses/Certificates, Resumes, and Forms are not included in page limit.

Section 1, Response to Criteria.....	Comply with overall page limit
Section 2, Key Personnel Resumes.....	not included in page limit (shall not exceed 1 page each)
Section 3, Licenses/Insurance Certificates.....	not included in page limit
Section 4, Form of Non-Collusive Affidavit (notarized).....	not included in page limit
Section 5, Proposal Offer and Signature Page.....	not included in page limit

#### Proposal Section 1. Response to Criteria

Proposers shall carefully review Exhibit A, Scope of Services, in preparing their proposal.

#### **A. Similar Project Experience (15 points)**

Provide the project name and approximate size/value of similar new furniture or small renovation projects your company has performed, year completed, and Owner/Owner’s Representative contact information. Include any projects (completed within the last 5 years) of similar size, scope, and with similar challenges. Include experience with Design-Build projects.

#### **B. Management and Workplan (20 points)**

Discuss your firm’s workplan and intended approach to this project. The following should be addressed:

- Describe how you will collaborate with SCF to create a cohesive project team based on trust and transparency.
- How will communications be handled within the team and with SCF to coordinate design and construction progress, expedite decision making, and complete the project in a timely manner?

- How will work be performed to minimize disruption to staff and building operations?
- Describe your concept for trade partner engagement in Design-Build, soliciting sub-contractors and purchasing major materials and equipment items. Describe your plan to generate sufficient subcontractor or material-supplier competition in bidding to minimize project costs.
- Describe tools and techniques that will be used by the Design-Builder to encourage and foster a collaborative environment for the entire Project Team as well as for other project stakeholders. Briefly describe how responsibilities will be assigned, decisions will be made, follow-up actions will be implemented and how any disputes will be addressed.
- Describe your proposed general safety program, including training, hazard identification, and audit or inspection. Include specific information relating to subcontractor and employee accountability for safety, formal discipline, and your company's modification rating safety record for the last three years.

**C. Design Approach (10 points)**

- Describe how your team will assume further development of the furniture planning work started by the Owner while moving forward with the design and construction to maintain SCF's desired schedule.
- Describe how your team will work with SCF stakeholders to select furniture, furnishings and materials (in accordance with SCF Furniture Standards) to meet their needs.
  - Describe how will you manage the design in a collaborative way that balances the project goals with scope, schedule and budget development.
  - Describe how you will drive the decision-making process among multiple project stakeholders.

**D. Scheduling and Sequencing (15 points)**

- Describe your firm's plan for scheduling and sequencing the project to allow for a fast-tracked design and construction.
- Describe your expectations for the availability of labor and materials, including any potential resource shortages that could affect the project schedule and how they will be mitigated.
- Provide a high-level schedule of the project with critical milestones and decision points from NTP through 100% Design and negotiation of a GMP contract.

**E. Alaska Native/American Indian Preference (2.5 points)**

Describe the nature of any Alaska Native/ American Indian Ownership of the prime firm. Also describe the extent of active professional participation by Alaska Natives and/or Native Americans on the work to be performed under this contract. Reference AN/AI Preference statement in Section 7.12.

## **F. Price Proposal (37.5 points)**

Complete and sign Exhibit B Proposal Offer and Signature Form.

### Proposal Section 2. Key Personnel

Provide a resume (1 page maximum per person) for each lead designer of each discipline that will be involved in the design of the project, as well all key project team members. Resumes should include each individual's education, certifications, work history, length of tenure with the firm, and prior experience in their proposed role with similar projects, and any experience working with Design-Build or GMP jobs. Project experience examples should include title, description, dates, duration of that project, as well as the name, company name, position or title, and client contact info.

At a minimum, include resumes for the following roles:

- Construction Project Manager
- Construction Superintendent
- Design Project Manager
- Furniture Project Manager

### Proposal Section 3. License / Insurance Certificates

Provide the following certifications and licenses in this section:

- A. Alaska Business license and professional licenses and registrations as required by this RFP in Section 3.3.
- B. Insurance certificate; include proof of insurance. Limits included in Section 7.5.

### Proposal Section 4: Form of Non-Collusive Affidavit

Complete and notarize the Form of Non-Collusive Affidavit, attached to this RFP as Exhibit C.

## **Section 6. Selection Process**

### **6.1 RFP Compliance**

Prior to evaluation, each proposal will be reviewed to determine whether it is compliant with RFP requirements. Noncompliant proposals will not be evaluated. Factors that may result in a proposal being declared noncompliant include, but are not limited to:

- a. Not providing evidence of meeting minimum requirements.
- b. Substantial and material conflicts of interest that were not declared.
- c. Substantial and material noncompliance to formatting requirements of RFPs.

- d. Insufficient information regarding Scope of Services or hourly rates (delivered under separate email).

## 6.2 Evaluation Process

An evaluation committee consisting of (3) three or more individuals will independently evaluate proposal compliance and content.

## 6.3 Evaluation Criteria and Point Value

Proposal evaluation will be based on Table 2 criteria and point values and will be documented by recording a final score calculated as the average score of the committee members' individual point value totals.

<b>Evaluation Criteria</b>	<b>Point Value</b>
Similar Project Experience	15
Management and Work Plan	20
Design Approach	10
Scheduling and Sequencing	15
AN/AI Preference	2.5
Price Proposal	37.5
<b>Total Point Value - 100</b>	

Table 2. Evaluation Criteria and Point Value

## 6.4 Discussions

As determined by the evaluation process, Proposers may be offered the opportunity to discuss their proposal with appropriate SCF personnel or evaluation committee and the proposal may be adjusted as a result of that discussion. Proposers may also be allowed to submit a best and final proposal as a result of any discussion.

## 6.5 Presentations

SCF may request oral presentation of proposals from the top scoring proposers. If a presentation is requested from your team, you will be notified in writing of the request, date, time, location, and amount of time allowed for the presentation and/or questions and answer period. Time frames will be strictly enforced. The evaluation committee will be present for oral presentations. All costs associated with oral presentation will be the Proposer's responsibility.

## 6.6 Notice of Award

A notice of intent to award will be provided to all Proposers upon completion of the evaluation process.

## Section 7. Standard Contract Terms

### 7.1 Introduction

SCF is providing the following standard provisions for Proposers to review and consider in advance of a submitted proposal. These and other standard provisions will be presented to a successful Proposer at the time of contract award.

The Agreement between the two parties will be the AIA Document A141-2014, SCF Modified, Standard Form of Agreement Between Owner and Design-Builder, which SCF will provide when ready to enter into an agreement with the winning Proposer. See Exhibit D, SCF Modified A141-2014 Sample Contract.

### 7.2 Conflict of Interest

Proposer shall not refer work to itself or to any prohibited entity in violation of the Stark anti-kickback provisions of Federal law. During the term of this Agreement, at any time and from time to time, Proposer agrees to immediately notify Owner's Contract Administrator in writing of all situations that may fall within the scope of these provisions. If any conflicts exist at the time of the execution of this Agreement, Proposer agrees to submit a separate written attachment to this Agreement for SCF review. SCF will determine if the conflict is significant and material, and if so, will notify the Proposer in writing that said conflicts are a material breach and grounds for termination of the Proposer's services.

### 7.3 Status of Independent Contractor

The Parties intend that Proposer must provide the work described in an Agreement as an independent contractor. As an independent Contractor, Proposer is not an employee of SCF. Therefore, payments made to Proposer by SCF will not be eligible for unemployment compensation or other similar benefits. Proposer is responsible for paying all employment, income and any other taxes with respect to such payments. Neither Proposer nor any Party employed by the Proposer will be deemed for any purpose to be an employee, agent, servant or representative of SCF. Furthermore, Proposer shall not assert in any legal proceedings arising out of this Agreement that Proposer or any Party employed by Proposer is an employee, agent, servant, or representative of SCF.

### 7.4 Americans with Disabilities Act

All SCF owned and/or operated facilities must comply as required with the Americans with Disabilities Act, Public Law 101-336, and with the Uniform Federal Accessibility Standards ("UFAS").

## 7.5 Insurance Requirements

Proposer shall purchase and maintain in force at all times during the performance of services under an Agreement the following policies of insurance, unless expressly waived below by SCF in writing. Where specific limits are shown, it is understood they will be the minimum acceptable limits. If the Proposer's policy contains higher limits, SCF will be entitled coverage to the extent of such higher limits. Certificates of Insurance and the attachments of Additional Insured Endorsements and Transfer of the Waiver of Rights Endorsements must be furnished to the SCF Contract Administrator prior to performing any services. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach and grounds for termination of the Proposer's services.

1. **Commercial General Liability Insurance:** Proposer shall provide Commercial General Liability Insurance with coverage limits not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per occurrence and \$2,000,000 Combined Single Limit of Bodily Injury and Property Damage Aggregate. Commercial General Liability insurance shall be written on ISO occurrence form CG 0001, 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). Proposer shall name SCF as an insured under the CGL, using ISO additional insured endorsements CG 20 10 and CG 20 37 or their equivalent, including coverage for SCF with respect to liability arising out of

Proposer's services provided under this Agreement. Additional insured coverage, as required in this subparagraph, will apply as primary insurance with respect to any other insurance or self-insurance programs afforded to SCF.

2. **Workers' Compensation Insurance:** Proposer shall maintain Workers Compensation and Employers Liability Insurance for his own employees in the amount required under Statutory Limits for those states in which employees are working and Employers Liability Insurance as required by state and Federal statutes. The employer's Liability Insurance shall not be less than \$1,000,000 per bodily Injury per accident, \$1,000,000 bodily injury by disease per employee and \$1,000,000 bodily injury by disease policy limit. Proposer will also be responsible for ensuring that any subcontractors who directly or indirectly provide services under this contract maintain Workers' Compensation Insurance in the amount required under Statutory Limits. Proposer waives all rights against SCF 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 any commercial umbrella liability insurance obtained by Proposer pursuant to this Agreement. Proposer, pursuant to this agreement, shall obtain an endorsement equivalent to WC 00 03 13 to affect this waiver.
3. **Professional Liability Insurance:** Proposer shall carry Professional Liability coverage at a limit of \$1,000,000 Per Claim and \$2,000,000 Aggregate. If the professional liability policy is written on

a claims form, the Proposer will provide insurance for a period of (2) two years after final payment of this agreement.

4. **Commercial Auto Liability Insurance:** Proposer shall maintain a commercial automobile liability insurance policy covering all owned, hired, and non-owned vehicles to be used or in connection with Proposer, with coverage limits not less than \$1,000,000 per accident combined single limit bodily injury and property damage.
5. **Payment and Performance Bond and Builders Risk Insurance:** See EXHIBIT F - SCF Sample agreement for requirements.
6. **Subcontracting Requirements:** Proposer is required to have prior written approval by SCF before using any subcontractor. SCF may, in its sole discretion, withhold its approval for any reason or for no reason. Additionally, Proposer will be responsible for ensuring that its subcontractors are bound by the same insurance provisions as required herein as required by Alaska law during the course of its subcontractors' operations. Proposer shall provide written copies of all subcontractors' certificates of insurance and endorsements to SCF prior to any subcontractor commencing work.

## 7.6 Compliance with Legal Obligations and SCF Code of Conduct

Proposer agrees to comply with all Federal, state and local laws; SCF clean construction procedures; ethical, environmental or safety business standards; and any underlying agreement or grant provisions to which SCF is subject. Proposer shall ensure that the provision of services and/or expenditure of funds under this Agreement do not violate any laws, business standards, or underlying agreement or grants. Proposer shall be responsible for any damage or injury not caused by SCF as a result of Proposer's, or any subcontractor's or their employees', servants,' or agents' failure to comply with any law, applicable business standard or underlying agreement or grant. Furthermore, Proposer has been supplied with a copy of SCF's Code of Conduct and agrees to comply with its provisions and to complete SCF compliance training if necessary. The link to SCF's Ethics & Compliance page containing the Code of Conduct and Ethics can be found at: <https://www.southcentralfoundation.com/about-us/ethics-and-compliance/>

## 7.7 Monitoring

SCF may establish a schedule for periodic review of Proposer's performance. Review may be at least once a year, or as frequently as SCF determines necessary.

## 7.8 Lobbying

The undersigned representative of Proposer certifies, to the best of his/her knowledge and belief, that:



- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of Proposer, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract; the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, Proposer shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. Proposer shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, or cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

## 7.9 Exclusion and Debarment

Each party represents and warrants that no adverse action by the Federal government that will or may result in mandatory or permissive exclusion from a Federal healthcare program pursuant to 42 U.S.C §1320a-7 has occurred or is pending or threatened against it, its principals, its affiliates, or to the best of its knowledge, against any of its employees, agents or subcontractors providing services under this Agreement. Each Party additionally represents and warrants that neither it, its principals, its affiliates, and to the best of its knowledge, its employees, its agents, nor its subcontractors providing services under this agreement are suspended, debarred, or otherwise determined to be ineligible for award of contract, grant, or cooperative agreement by any Federal, state, or other governmental body.

Each Party shall immediately provide written notice to the other Party of (1) its receipt of a notice of an adverse action by the Federal government against any of the individuals or entities specified above that will or may result in mandatory or permissive exclusion from a Federal healthcare program pursuant to 42 U.S.C. §1320a-7, (2) the date of any adjudication or determination that any of the individuals or entities specified above has committed any action that would subject it/them to mandatory or permissive exclusion under 42 U.S.C. §1320a-7, or (3) a notice of an adverse action by a governmental body against any of the individuals or entities specified above that will or may result in a determination of ineligibility for award of contract, grant or cooperative agreement. In the event either Party fails to provide the other Party with such written notice, or it is discovered that either Party's representations contained herein are false, the other Party has the right to immediately terminate this Agreement.

### **7.10 Successors, Assignment or Delegation**

This Agreement may not be assigned or subcontracted or otherwise transferred by Proposer without the prior written consent of SCF, which SCF may withhold for any reason or for no reason, in its sole and absolute discretion, and any assignment or other transfer in violation hereof shall be null and void and of no force or effect. If SCF consents to an assignment or subcontract of all or any portion of this Agreement, Proposer warrants to SCF that the assignee or subcontractor shall execute a written instrument agreeing to be bound by all of the terms and conditions of this Agreement, that Proposer shall provide SCF with a copy of the written agreement, and that any such assignment or subcontract shall not relieve the Proposer from any obligations hereunder. Proposer further agrees that Proposer shall guarantee the performance of any assignee or subcontractor hereunder. Without limiting the foregoing, this Agreement shall be binding upon, and inure to the benefit of, the parties hereto, and their successors and permitted assigns, if any.

### **7.11 Nondiscrimination**

Proposer shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, marital status, or “qualified individual with a disability status.”

### **7.12 Alaska Native/American Indian Preference in Employment and Training**

Pursuant to Section 7(B) of P.L. 93-638, 25 U.S.C. §450e(b), the Indian Self-Determination and Education Assistance Act, Proposer shall give preference in all phases of employment and training for all work performed under this Agreement to qualified Alaska Natives and/or American Indians regardless of age, marital status, religion, sex, or “qualified individual disability status,” consistent with prevailing law.

### **7.13 Federal Tort Claims Act**

To the extent that this Contract or any portion of it comes within the coverage of Public Law 101-512 and the Federal Tort Claims Act, 28 U.S.C. §§ 2671- 2680, as implemented (the “FTCA”), all claims for damages by any person alleged to have been caused while carrying out this Agreement by the employees of Owner and/or its subsidiaries, servants, agents, representatives, affiliates, or contractors, including without limitation personal service contractors, shall be governed by the terms and to the extent provided by the FTCA, and such claims shall be made in accordance with 28 C.F.R. Part 14 and related laws.

### **7.14 Media Contact**

Proposer, its employees, agents, and subcontractors shall not contact any member of the print or electronic media as a representative of SCF without the prior written approval of the President/CEO of SCF. If any member of the print or electronic media contacts the Proposer asking for information, the Proposer will refuse to comment and will refer the inquiry to SCF’s Office of

Public Relations and the SCF Contract Administrator. Further, Proposer will not use SCF's name in any advertising, publications, promotional materials or publicity release concerning any Agreement or the services performed under it.

## EXHIBIT A: Scope of Services

SCF is soliciting proposals from qualified Design-Builders for the project management, design, and construction of furniture requirements for (6) Integrated Care Team (ICT) workspace areas in the ANPCC III Building. SCF seeks a Design-Builder to develop creative layout solutions, prepare design documents, specifications and furniture procurement lists, perform minor demolition and remodel including electrical and comm needs and add wall finish protection to accommodate furniture and layout. Procure, install and adjust all furniture to improve the ICT spaces. Clean and dry carpets. The primary goal of this project is to create code compliant workspace areas to meet ICT furniture requirements and program delivery. Proposers are responsible for verifying the accuracy of the information contained in Exhibits.

### Project Site

The project site is located at 4320 Diplomacy Drive, Anchorage, Alaska 99508, on the Alaska Native Health Center Campus.

### The Scope of Work Shall Include:

- Project to follow SCF Furniture Standards, SCF Design and Construction Standards and SCF Div 1 Specifications.
- Electrical and communications scope:
  - i. Evaluate and verify the current power and comm capacity in each ICT to ensure powered desks, comm and onboard power requirements can be met.
  - ii. Provide a design solution to improve power delivery to new standing desks. Power is currently fed to existing standing desks through existing casework via extension cords and surge protectors.
- Mechanical ventilation code verification.
- Work with SCF Stakeholders to design and select all furnishings and finish materials. SCF has researched and tested products that they feel will be applicable to this project.
- Provide for approximately 176 workstations. Contractor to verify all quantities with SCF.
- Actively manage design and construction team to ensure completion of project within the mutually approved schedule. EARLY RELEASE PACKAGES FOR FURNITURE PROCUREMENT MUST BE CONSIDERED AND NOTED IN SCHEDULE OF VALUES. CONTRACTOR TO INVOICE EQUIPMENT, FURNITURE AND FURNISHINGS SEPARATE FROM CONSTRUCTION COSTS.
- Construction and furniture installation may be required outside of normal business hours. Night and weekend work must be considered.
- Note that timely, organized SCF stakeholder engagement is a requirement for scope development. SCF will assist the Design-Builder in determining a pertinent stakeholder list, an engagement work plan, and stakeholder engagement schedule.
- Autodesk Construction Cloud Build (Owner-provided) shall be utilized as the Project Management Information System (PM/Design management software) for all

collaboration, storage of documents, meeting minutes, RFIs, etc. throughout the duration of the project.

- Prepare the design documents for the project. At a minimum, professional design services shall include architectural design, electrical and mechanical engineering.
- Develop cost estimate at 65%.
- Prepare and manage a project schedule that includes design meetings with stakeholders, and milestone/gate review meetings at 65% and 95%.
- Use Bluebeam software to run review meetings, track, address and incorporate stakeholder comments at 65% and 95% design stages.
- Develop final 100% Construction Documents and Project Specifications.
- Submit plans to Authority Having Jurisdiction (AHJ) for review, approval, and permitting.
- Resolve any AHJ technical review comments to obtain any required Permits.
- SCF will pay for any plan review/permit fees, etc. SCF is not expecting expedited plan review.
- Perform select demolition of existing furniture and finishes.
- Perform select remove, store and replace of existing furniture as required.
- Procure; order, schedule, and install all furniture, select standing desks, chairs, wall protection and other required items.
- Include the supply of all labor, materials, and equipment needed to complete the project including wall protection, electrical and comm requirements.
- Perform the necessary site reviews/inspections.
- Perform carpet cleaning, minor repairs and drying coordinated with furniture installation.
- Inspect completed work for adherence to design and specifications.
- Attend weekly meetings with SCF during construction.
- Issue a Certificate of Substantial Completion when the project is deemed substantially complete and usable for the Owner’s intended use.
- Provide Record Drawings based on the Contractor’s redlines of the Project Drawings in electronic formats .pdf and Autodesk, .dwg and Revit.

**Schedule**

Contract Award	March 2025
Design	April 2025-May 2025
Order Furniture	May 2025
GMP Reconciliation	June 2025
Permitting	May 2025 – June 2025

Construction/Closeout

July 2025 – September 26, 2025

## EXHIBIT B: Proposal Offer and Signature

RFP Number: SCF25-1154

RFP Name: ANPCC III Integrated Care Team Furniture Replacement Design-Build RFP

Proposal Due Date: March 21, 2025

**Proposer shall complete and return EXHIBIT B, Proposal Offer and Signature Page, with your submitted proposal, as a separate PDF file. Proposer shall initial each page and sign and date the last page.**

### **Preparation of Fee Proposals**

**Part I – Phase I Costs:** Lump Sum Fee for Pre-Construction Services (Part 1A), and Time and Materials (NTE) fee for 100% Design (Part 1B). This amount is based on projected hours for employees proposed to work on Pre-Construction Services multiplied by fully burdened hourly rates for each employee plus estimated reimbursable costs (Part IV below). Proposers shall complete EXHIBIT B, showing projected number of hours for each individual employee and the corresponding fully burdened hourly rate for that employee. This item will establish the initial contract value for Pre-Construction Services for the selected contractor.

**Part II – Phase II DB Fee:** Provide the fee on a percentage basis including profit and overhead that will be applied to the direct Cost of the Work during Phase II, the construction phase. SCF expects responsible proposals to fall within reasonable ranges. Contractors that propose fees or amounts below 3% shall provide specific, verifiable examples (within the past 5 years) where they have successfully provided Design-Build services on projects of similar size and complexity for the fee proposed. Costs for the Design-Builder’s internal Project Manager for construction phase services shall be included in the proposed DB Fee section, regardless of onsite or home office location. For pricing comparison purposes an estimated Cost of the Work has been provided. This estimated number is for proposal comparison purposes only. The contractor will develop the actual Cost of the Work at completion of the 100% documents. The Proposed Design-Builder Fee percentage included in the price proposal shall be used to establish the actual profit and overhead Fee in the Guaranteed Maximum Price (GMP).

**Part III – Bonds and Insurance:** Include costs for the required Bonds and Insurance as set forth in the RFP (see sample contract for requirements). Similar to the DB Fee above, state the percentage and multiply it by the target Guaranteed Maximum Price “GMP” Construction Costs provided to determine the single dollar amount for the Bonds and Insurance cost for the purpose of analysis of the Fee & Price Proposal.

**Part IV – Staff Rates for Phase I:** Includes dollar amounts for staff Member Classifications, Hourly Rates, and Estimated Hours.

**Part V – Summary of Fee & Price Proposal:** The dollar amount for the Phase I Costs will be added to the dollar amounts for the DB Fee, Bonds, and Insurance to determine a single amount that shall be the Proposer’s Total Fee/ Price Proposal.

***PROPOSERS MUST COMPLETE THE SECTION BELOW***

- **Part IA – Pre-Construction Services Fee** (Lump Sum Amount).

\$ \_\_\_\_\_

- **Part IB – 100% Design Fee** (T&M NTE Amount).

\$ \_\_\_\_\_

- **Part II – Construction/ Closeout D-B Fee** (% of total Construction Cost (GC+DC)).

Assume the Total Estimated Cost of the work to be \$1,500,00.00, for purposes of this calculation.

\_\_\_\_\_ % \* \$1,500,00.00 = \$ \_\_\_\_\_

- **Part III – Bonds and Insurance** (% of total Construction Cost). Assume a Total Estimated Cost of the work to be \$1,500,000.00, for purposes of these calculations.

**Insurance Premiums:**

\_\_\_\_\_ % \* \$1,500,000.00 = \$ \_\_\_\_\_

**Performance and Payment Bond:**

\_\_\_\_\_ % \* \$1,500,000.00 = \$ \_\_\_\_\_

- **Part IV – Staff Hourly Rates.** Fill out the table below for staff hourly rates. Rates shall be fully burdened to include all Overhead and Profit. Add additional Pages as needed.

Staff Name/ Classification	Estimated Hours (Phase I)	Hourly Rate (2025)
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>Estimated Reimbursable Description</b>	<b>Qty</b>	<b>Total Cost</b>
		\$
		\$
		\$
		\$

Annual escalation percentage for Hourly Billing rates \_\_\_\_\_%



- **Part V – Summary of Fee and Price Proposal.** Complete the below table using the calculated values from above, to arrive at a total Proposal Dollar Amount.

<u>Summary of all Proposal Items:</u>	<b>Proposal Amount TOTALS:</b>
<b>Description of Proposal Item: Part I (A +B): <i>Phase I Total Costs</i></b>	\$
<b>Description of Proposal Item: Part II: <i>DB Fee</i></b>	\$
<b>Description of Proposal Item: Part III: <i>Bonds and Insurance</i></b>	\$
 <b><u>PROPOSAL TOTAL:</u></b>	 \$

The DB Fee and Bonds and Insurance percentages will be used as the basis for negotiating the Phase II final Guaranteed Maximum Price.

***AN/AI Preference:***

Is an Alaska Native / American Indian Business Owner Preference being claimed? YES  or NO

(Must include proof of AN/AI Ownership in Section 3 of Proposal)

Authorized Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Address

City

State

Zip Code

**Acknowledgement of receipt of addenda:**

Addendum No. \_\_\_\_\_ Date Received---- \_\_\_\_\_  
Signature \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date Received---- \_\_\_\_\_  
Signature \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date Received---- \_\_\_\_\_  
Signature \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date Received---- \_\_\_\_\_  
Signature \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date Received---- \_\_\_\_\_  
Signature \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date Received---- \_\_\_\_\_  
Signature \_\_\_\_\_

By signing below Proposer agrees to all terms and conditions as listed within this Request for Proposal issued by SCF.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EXHIBIT C: Form of Non-Collusive Affidavit**

**FORM OF NON-COLLUSIVE AFFIDAVIT**

**AFFIDAVIT**

**(PRIME PROPOSER)**

State of: \_\_\_\_\_

\_\_\_\_\_ Judicial District

\_\_\_\_\_, being first duly sworn, deposes and says:

"That he/she is the Proposer, or a partner or officer of the firm, party, etc., making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or a sham; that said Proposer has not colluded, conspired, connived or agreed, directly or indirectly, with any Proposer or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communications or conference, with any person, to fix the bid price of affiant or any other Proposer, or to fix any overhead, profit or cost element or said bid price, or of that of any other Proposer, or to secure any advantage against the Southcentral Foundation or any person interested in the proposed contract; and that all statements in said proposal or bid are true."

Signature of: \_\_\_\_\_

Proposer's Representative

\_\_\_\_\_

**NOTARY**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_

My Commission Expires:

\_\_\_\_\_