CORDOVA CITY SCHOOL DISTRICT – REQUEST FOR PROPOSALS

COVER SHEET

SUBMITTAL DEADLINE TIME: *2:00 PM ALASKA TIME* DATE: *NOVEMBER 30, 2026*	ISSUE DATE: *NOVEMBER 08, 2026* PROJECT: **Cordova City School District Term Contract for Design Services**
DELIVER PROPOSALS TO: Southeast Regional Resource Center c/o David Landis Via email: davidl@serrc.org *Or electronic file transfer*	CONTRACTING OFFICER: Kim Hanisch, Superintendent P.O. Box 1330 Cordova, Alaska, 99574

THE TERMS AND CONDITIONS OF THIS RFP SHALL BECOME PART OF ANY RESULTING CONTRACT. PROPOSALS SHALL BE SUBMITTED IN THE REQUIRED FORMAT AND INCLUDE SIGNED COVER AND ACKNOWLEDGEMENT SHEETS.

FOR RESPONDENT USE: COMPLETE AND RETURN THIS COVER SHEET WITH THE PROPOSAL. SCANNED SIGNATURES OR ELECTRONIC SIGNATURES ARE ACCEPTABLE.

PROJECT: _____

DATE OF PROPOSAL: _____

BUSINESS LICENSE NUMBER: _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

BY: _____

Signature

SECTION ONE: GENERAL INFORMATION

PROJECT TITLE:

Cordova City School District Design and Engineering Services

Contracting Officer: Kim Hanisch, Superintendent
Cordova City School District
P.O. Box 1330
Cordova, AK 99574
Telephone: (907) 424-3265

Project Coordinator: David Landis, Facilities Specialist
Southeast Regional Resource Center
davidl@serrc.org
Telephone: (907) 433-7292

Submit Proposals Only To: David Landis
Via email: davidl@serrc.org
OR ELECTRONIC FILE TRANSFER

RFP Submittal Deadline: November 30, 2026, 2:00 PM Alaska Time

I. INSTRUCTIONS FOR RESPONDENTS

A. Questions, Objections, or Comments

Respondents are requested to carefully review this Request for Proposal (RFP), without delay, for defects and questionable or objectionable matter. Questions, objections, or comments should be made in writing and received by the Project Coordinator no later than 10 calendar days prior to the proposal submittal deadline, so that any necessary amendments may be published and distributed to respondents to prevent the opening of a defective proposal. Respondents' protests based upon any omissions, errors, or content of the RFP will be disallowed if not reported prior to the proposal submittal deadline.

Firms wishing to contest the contract award must submit a written protest which includes the name of the person submitting the protest, the name of the firm represented, and a detailed explanation of the reasons for the protest to the contracting officer named above within 10 calendar days of the Notice of Intent to Award. Upon receipt of a protest, the contracting officer will notify all other proposers and will hear the objection to the contract award in open session. The successful proposer will be permitted to respond to any contentions of the protesting firm. The decision of the contracting officer shall be final.

Address all questions or comments regarding this RFP to: David Landis, SERRC Facilities Specialist.

The Cordova City School District assumes no responsibility for any interpretations or representations made by any of its officers, agents, or employees; unless interpretations or representations are incorporated in a written amendment to the RFP.

Submit proposal files only to the Project Coordinator at davidl@serrc.org before the submittal deadline. Late proposals will not be considered. Respondents are responsible for ensuring that all files are received and accessible before the deadline; initiation of a transmission does not establish timely receipt.

B. Lobbying

- The purpose of this section is to ensure that the RFP selection process is not distorted or compromised by private lobbying outside the procedures designed to produce the best proposal for the School District, the public, and the State of Alaska.

- No respondent may disclose information about their firm or proposal outside the formal selection process, to members of the selection committee, or to members of the School Board prior to the issuance of the Notice of Intent to Award.

- The Cordova City School District shall select those proposals which are responsive and which merit further discussion. Any respondent whose proposal is selected for further discussion shall confine all contact with the School District to that permitted by the formal selection process. Any respondent whose proposal is not selected must not discuss the matter with selection committee or school board members. However, an aggrieved respondent may appeal to the Cordova City School District requesting a hearing and administrative review of complaints for a re-determination of final award in accordance with 4 AAC 31.065(c).

- Notwithstanding any other provision of this section, an interested respondent is free at any time to contact the Project Coordinator for the purpose of clarifying selection procedures.

- Sanctions. The following provisions apply to violations of this section:

    a. If the violation is discovered prior to the award,

        i. and the selection process has not been compromised, then the proposal offered by the violator shall be disqualified.

        ii. and the selection process has been compromised, such that the School District must cancel this RFP and issue a new one, then the

proposer shall be liable to the Cordova City School District for all costs of issuing a new RFP for similar or substantially similar services.

b. If the violation is discovered after the award,

   i. then the contract may be voided at the sole option of the CCSD and the vendor shall be liable to the School District for:

      (1) the difference, if any, between the cost of the vendor's services under the existing contract and the cost of any new vendor's services under a new contract for similar or substantially similar services (in no case shall the Cordova City School District be liable to the vendor for any savings under a new contract),

      (2) reasonable costs of issuing a new RFP for similar or substantially similar services, and

      (3) any costs of obtaining such services on an emergency or expedited basis.

   ii. the violator is liable to other proposers under the same RFP for their costs of proposal preparation. The purpose of this sub-paragraph, and only this sub-paragraph, is to create enforceable rights to third parties. The provisions of this sub-paragraph apply to those persons not submitting proposals, but who would have done so if not for the actions of the violator. Such third parties may assert such claims only after the School District makes a finding that such a violation has occurred. No other provisions of this RFP create enforceable rights in third parties.

c. The provisions of this section relating to sanctions does not limit the power of the Cordova City School District, or any third party, to seek other remedies under the Regulations and Statutes of the State of Alaska, or the laws of the United States.

C. Proposal Submittal Format

The completed and signed cover sheet shall be the face document of each proposal. Respondents may provide a custom cover. Provide responses to Evaluation Criteria 1 and 2 on the RFP form and attach responses to the remaining criteria in the stated order. Use letter-size pages with legible text. The individual page limits apply to all materials submitted for each criterion, including resumes, graphics and project examples. Required cover and acknowledgment forms and addenda acknowledgments are excluded from those limits.

Submit printable PDF files by email or electronic file transfer to davidl@serrc.org, with the subject line "Cordova A&E Term Contract Proposal". Coordinate any file-transfer arrangements with the Project Coordinator in advance of the deadline.

Submit billing rates by the same deadline in a separate email or file transfer with the subject line "Cordova A&E Term Contract Billing Rates". Rates will be held separately from the qualifications proposals and will not be provided to evaluators or considered in ranking firms.

D. Alternate Proposals

Alternate proposals will not be considered unless specifically requested and approved, in writing, by the contracting officer.

E. Fax Submittal

Fax submittal of a proposal will not be accepted.

F. Withdrawal, Modification, or Correction

After depositing a proposal, a proposer may withdraw, modify, or correct his/her proposal; providing the Project Coordinator receives the request for such withdrawal, modification, or correction before the time set for the submittal deadline. The original proposal, as modified by such written communication, will be considered as the proposal. No proposer will be permitted to withdraw his/her proposal after the time set for submittal deadline.

The Cordova City School District nor its officers, agents or employees shall be responsible for the premature opening of, or failure to open, a proposal that is not properly addressed and identified.

II. OTHER CONDITIONS

1. Responsibility to Keep Informed

It is the potential respondent's responsibility to keep informed. Failure to do so may result in a proposal being declared non-responsive.

The Statement of Services is in Section Three, Part II. All responses to this RFP shall be specific and directly related to the services required.

2. Proposal Preparation Costs

The Cordova City School District is not liable for any costs incurred by the respondent in proposal preparation.

3. Contract Funding

Services will be funded by the Cordova City School District from available district, grant or other authorized project funds. No particular project or funding award is represented as committed by this RFP.

The Cordova City School District shall not be liable for any cost incurred by any firm in response to this solicitation.

4. Right to Reject and Not Award

The Cordova City School District may accept or reject any and all proposals and reserves the right not to award a contract to any proposer.

5. Affirmative Action/Equal Opportunity

The Cordova City School District is an affirmative Action/Equal Opportunity Employer.

The Cordova City School District and all contractors, vendors, and suppliers, agree and certify that they shall comply with the requirements of all pertinent Federal and State laws relating to equal opportunity in contracting and procurement activities.

6. Ethics

It shall be unethical for any payment, gratuity, or offer of employment to be made by, or on the behalf of, a subcontractor under a contract to the prime contractor or higher tier subcontractor, or to any person associated therewith as an inducement for the award of a subcontract or order.

III. ACKNOWLEDGEMENTS

I certify that I am a duly authorized representative of the firm listed below, and that the information and materials enclosed with this proposal accurately represent the capabilities of the office in providing the services indicated. The Cordova City School District is hereby authorized to request anyone identified in this proposal to furnish any pertinent information deemed necessary to verify data provided or regarding the reputation and capabilities of the firm.

A. Amendments or Addenda

The respondent must acknowledge the receipt of any amendments that may be issued to this RFP. Receipts can be acknowledged by providing a signature on the line below or by signing the amendment and submitting it before the submittal deadline, unless the amendment states otherwise. Proposals that fail to acknowledge receipt of amendments shall be considered non-responsive and will not be evaluated.

The respondent acknowledges receipt of the following Amendments:

_____

_____

B. Signature

The acknowledgment sheet must be signed. A proposal shall be rejected when the proposal is not signed.

_____
Signature of Representative

Date:_____

Name:_____

Title:_____

Firm:_____

Office Address for which this Submittal is made:

Street:_____

P.O. Box:_____

Area, State, Zip:_____

_____

Telephone:_____

Fax:_____

AK Business License. No._____

Type of Firm (check one)

☐ Individual

☐ Partnership

☐ Corporation in the State of:_____

☐ Other (specify)_____

IV. RESPONDENT'S CHECKLIST

Respondents are advised that, notwithstanding any instructions or inferences elsewhere in this RFP, only the documents shown on this sheet need be submitted with and made part of the proposal. Other documents may be required after the proposal submittal deadline, but prior to award. Respondents are advised that failing to submit the documents shown on this sheet SHALL RENDER THE PROPOSAL NON-RESPONSIVE. *Respondents may, at their discretion, provide a custom cover to their proposal.*

☐ Signed cover sheet

☐ The acknowledgement sheet page must be signed and properly filled out.

☐ Erasures or other changes made to the proposal must be initialed by the person signing the proposal.

☐ All issued amendments shall be acknowledged in the space provided on the Acknowledgement sheet or by signing the Amendment sheet and submitting it prior to the submittal deadline.

☐ Qualifications responses for Evaluation Criteria 1 through 7 within the stated page limits, and a separate hourly rate submission under Criterion 9.

A. Objective

To obtain a concise representation of the capabilities that will enable the Cordova City School District to evaluate respondents for providing the services required.

B. Procedure

1. Selection and execution of an agreement will follow the policies and procedures of the Cordova City School District. The agreement shall be in a form acceptable to both parties and suitable for a term contract with separately authorized project task orders. Firms will be ranked on qualifications using Section Two. Following ranking, the District will negotiate contract terms and fair and reasonable compensation with the highest-ranked firm. If agreement cannot be reached, the District may terminate those negotiations and proceed to the next-ranked firm. Contract execution and individual task orders require District approval.

2. All insurance certificates shall be received within ten (10) days from the date of Notice of Intent to Award.

3. Any agreement resulting from this Request for Proposal is not valid until approved by the Cordova City School District or Contracting Officer, whichever is deemed appropriate.

V. BASIC INFORMATION

Period of Performance: Three years from the effective date of the executed agreement, with an option for one additional two-year period at the District's discretion.

Funding Source(s): Cordova City School District.

Pre-proposal Conference:

☒ None ☐ Will be held as follows:

Insurance Requirements:

☐ None ☒ See Section Three, Part I, Insurance Requirements.

Additional selection procedures:

Selection is anticipated to be based on written proposals without interviews. The District reserves the option to request clarifications or conduct interviews. If interviews are required, all shortlisted firms will receive the same instructions and notice of how interviews will affect final ranking.

VI. PREREQUISITES

A. Professional Registration

Professional registration is applicable to this RFP.

Applicable professional registration requirements include:

AS 08.48.281. PROHIBITED PRACTICE.

(a) A person may not practice or offer to practice the profession of architecture, engineering, land surveying, or landscape architecture in the state, or use in connection with the person's name or otherwise assume or advertise a title or description tending to convey the impression that the person is an architect, an engineer, a land surveyor, or a landscape architect, unless the person has been registered under the provisions of this chapter or is a person to whom these provisions do not apply, or, in the case of a corporation, limited liability company, or limited liability partnership, unless it has been authorized under this chapter.

(b) Notwithstanding (a) of this section, this chapter does not prohibit the practice of landscape architecture by a person who is not registered to practice landscape architecture if the services being performed by the person are within the scope of practice authorized by another license that is held by the person.

Identify an Alaska-registered architect to lead the architectural prime consultant team and identify qualified personnel or subconsultants for the following anticipated disciplines. Provide Alaska registration information where applicable. Specialty services may be included as project needs require.

The District anticipates that future facility condition assessments may require specialized expertise in roofing systems, building envelope assemblies, foundations, and structural systems. Respondents should identify their capabilities in these areas, including qualified specialty consultants available to support the prime consultant team. The specific disciplines, investigative services, and required deliverables will be established through individual project task orders.

☒ Architecture

☒ Electrical Engineering

☒ Civil Engineering

☒ Structural Engineering ☐ Land Surveying

☒ Mechanical Engineering ☒ Hazmat Inspection/Services

SECTION TWO: PROJECT PROPOSAL

I. EVALUATION CRITERIA

With regards to evaluation criteria 1 and 2, the respondent shall enter the information required only in the space provided below. Evaluation criterion 8 does not require additional response. For all other criteria, the respondent shall only attach information and data that is specifically requested on this form.

Attachments shall be keyed to each criterion and assembled in the order listed herein so that the criterion to which information or data applies shall be plainly evident at the top of each page. Failure to identify or assemble material as requested may result in a discarded proposal without evaluation.

Include only information relevant to this term contract. Concise resumes and statements of qualifications are permitted within Criterion 5 and its page limit. General promotional material unrelated to the requested services shall not be included.

Each criterion has an assigned weight. The scored weights total 100. Criteria with a weight of 0 are informational only and will not affect ranking.

Rating blanks are for District use only. Evaluators will assign whole-number ratings from 0 to 10, with 10 being best. Each criterion score equals its rating multiplied by its weight. The average of evaluator totals will establish the written-proposal ranking.

1. Project Manager Location Weight 0 Rating N/A

Identify the office location, Area and state for the Project Manager during the course of any design and construction. The Project Manager will be the person responsible for all project decisions.

2. Office Location Weight 0 Rating N/A

Identify the office location, Area and state of the prime Consultant for the proposed agreement.

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3. Restatement of Services Required

Attach 3 pages maximum. Weight 10 Rating _____

Describe your understanding of the objectives and scope of an architectural and engineering term contract for school renovation and construction projects of varying nature and size in Cordova. Do not repeat Section Three, Part II. Address the technical, logistical and operational conditions that will affect delivery of services for individual task orders.

4. Methodology and Management

Attach 5 pages maximum. Weight 25 Rating _____

Attach a description of your firm's approach in handling design for both small and large projects. Describe what you believe are the key components of making a successful project, and identify the unique experiences, abilities, and perspective that your firm brings to the table in addressing these components.

Attach a management plan describing the organization and management processes of your firm and the proposed project staff structure, including responsibility for overall coordination and daily project activities. Describe your experience as prime consultant coordinating subconsultants, schedules and Owner involvement. Explain how you will develop task-order scopes, fees, deliverables and schedules and manage multiple assignments.

Describe the firm's typical workload, particularly current and future commitment of key personnel, equipment, facilities, and other resources including capabilities for providing services within schedule or under an accelerated schedule. Discuss the incorporation of projects that may arise out of this contract into the firm's overall workload, and how you will respond to a request to take on a project if your workload is already high.

5. Proposed Staff, Qualifications and Experience

Attach 5 pages maximum. Weight 25 Rating _____

Identify the proposed project manager, lead architect and key design personnel and subconsultants. Include relevant education, Alaska professional registration, project experience, proposed responsibilities and availability. Identify applicable firm authorizations to practice in Alaska. Provide concise resumes within this criterion's page limit.

6. Qualifications and Experience of Firm(s)

Attach 6 pages maximum. Weight 25 Rating _____

Include information that demonstrates the respondent and proposed firm have adequate qualifications and experience to provide the services required. Provide brief project summaries emphasizing recent relevant work, including both large and smaller educational projects, and work in Alaska and other rural areas. For each project referenced, identify a contact person (name, telephone number, and address), start and completion dates, and services provided. Also, indicate final construction costs, including total change orders, in relation to project cost estimates, and design fees as a percentage of construction cost.

7. Special Qualifications

Attach 3 pages maximum. Weight 10 Rating _____

Attach a narrative discussion and/or other information demonstrating why your firm is especially qualified to undertake this agreement. Information provided would include, but not be limited to, such data as specialized equipment available, any awards or recognitions received by a firm or from individuals for similar services, special approaches, or concepts developed by the firm(s) that is/are relevant to the required services; including, if possible, services involving the renovation of educational facilities which were continuously occupied during remodel. Information provided in response to this criterion shall be supplementary to that attached for specific response to other criteria.

8. Conformance to this RFP Format

Weight 5 Rating _____

Conformance to the RFP format requirements encompasses the maximum number of pages, paper size, and/or other requirements specified in the "Instructions for Respondents", Section One of this RFP.

9. Hourly Rate Schedule

Attach 6 pages maximum. Weight 0 Rating N/A

Provide current hourly billing rates for the prime consultant and proposed subconsultants, reimbursable expense policies and any applicable markups in a

separate file and transmission as required by Section One. Rates have a weight of 0 and will not affect qualifications ranking. Following selection, rates and any adjustment provisions for the initial term and extension period will be negotiated and documented in the agreement. Each task order shall establish its compensation basis and authorized fee before work begins.

SECTION THREE: PROJECT INFORMATION

I. INSURANCE REQUIREMENTS

If you are unsure if your firm will be able to provide the insurance described in this section, please contact your insurance broker or agent before you submit your proposal.

A. The Consultant shall not begin work under this Agreement until the Consultant has obtained all required insurance and the Cordova City School District has received and reviewed the certificates of insurance. If the Consultant is a joint venture, then the joint venture itself must have insurance as specified below.

B. The Consultant shall ensure that insurance is in force that provides protection for the Cordova City School District from any claim which might arise from the Consultant's work under this Agreement. The insurance shall provide protection whether the work is performed by the Consultant, sub-consultant, or their employees, agents, successors, or assigns.

C. Worker's Compensation and Employer's Liability insurance shall cover all employees of the Consultant during the term of the contract. Worker's Compensation coverage shall be at statutory limits. Employer's Liability limits shall be no less than: $100,000 each accident, $100,000 disease – each employee and $500,000 disease – policy limit.

D. Commercial General Liability insurance with a limit of not less than $1,000,000 per occurrence and aggregate. The Consultant shall add the Cordova City School District as an additional insured in the Consultant's commercial general liability.

E. Comprehensive Automobile Liability insurance coverage, no less than $1,000,000 combined single limit, covering any one of the following combinations of vehicles: (a) any auto; (b) all owned, non-owned, and hired autos; or (c) scheduled, non-owned, and hired autos with written assurance that any additional autos shall be insured before they are used to complete work under this Agreement.

F. Professional Liability insurance in the amount of $1,000,000 per occurrence.

G. The Cordova City School District shall have the right, at any time, to require higher limits for public liability and property damage insurance. In any such event, the additional premium or premiums payable, solely as the result of such additional insurance, shall be added as an amendment to the Agreement price.

H. The Consultant shall furnish the Cordova City School District with Certificates of Insurance to certify insurance coverage. All such certificates shall state that the insurance policies, referred to therein, include a provision that, while this Agreement shall remain in force, no such policy shall be canceled, not renewed, or materially altered until at least thirty (30) days written notice thereof and provided to the Cordova City School District.

II. STATEMENT OF SERVICES

The Cordova City School District seeks a qualified architectural firm, supported by engineering and specialty subconsultants as needed, to provide professional services on a term contract basis for improvements to District facilities in Cordova, Alaska. Anticipated work includes school renovation and construction projects of varying nature and size. No specific initial project, construction budget or design milestone is established by this solicitation.

The initial contract term will be three years from the effective date of the executed agreement. At the District's discretion, the agreement may be extended for one additional two-year period by written notice and an executed amendment before the initial term expires. Any extension remains subject to agreement on applicable terms and available funding.

Individual projects will be authorized by written task orders identifying the scope of services, deliverables, schedule, compensation, reimbursable expenses and funding authorization. No work shall begin without written District authorization. The term contract does not guarantee a minimum volume of work or fee and does not obligate the District to assign every project to the selected firm. Each task order shall address whether and how authorized work will continue beyond expiration of the term contract.

Depending on each authorized assignment, services may include facility assessments, planning, site and civil engineering, architectural and engineering design, cost estimating, bidding assistance and construction administration. The consultant shall coordinate the required disciplines and develop solutions appropriate to the District's project budget, facility operations and coastal Alaska conditions.

Services shall comply with applicable codes, professional licensing requirements and the requirements of each project's funding source. For DEED-funded projects, the task order shall identify applicable DEED review and submittal requirements.

The District seeks familiarity with rural Southeast Alaska logistics and timely delivery of services. Travel, lodging and per diem reimbursement shall be defined in the agreement and authorized task order.

As applicable to each authorized task order, the selected firm may be required to:

A. Coordinate with Cordova City School District personnel, SERRC when designated by the District, and other District representatives throughout planning, design and construction.

B. Conduct facility or component condition surveys to assess affected systems, document deficiencies and recommend repair or replacement.

C. Use information acquired from onsite inspection, input from district personnel, past condition survey(s) and/or Life Cycle Cost Analyses to assist in determining the overall project scope of work and prioritizing work as required to stay within the project budget.

D. Provide architectural and engineering drawings, specifications and other documents required for the authorized project. Where DEED funding or review applies, prepare deliverables that meet the applicable project submittal criteria. Services may include:

    a. Evaluation and Planning Services including providing a condition survey if required by DEED, and design and construction schedules.

    b. Design services may include schematic design, design development, construction documents and commissioning services, with appropriate cost estimates at each phase as authorized. Provide review copies in time for District review and DEED review when applicable.

E. Plan the construction schedule and activities in a manner that creates minimal impact on the classroom environment and educational process.

F. Provide Bidding and Construction Administration services anticipated to include but not be limited to:

    a. Prepare bid documents and assist the District with advertisement, distribution or plan-service posting, bid evaluation and preparation of construction contract documents. Contract award authority remains with the District;
    b. Organizing a pre-bid conference;
    c. Responding to questions from prospective bidders;
    d. Organizing and conducting the opening of bids and distribution of the bidding results;
    e. Observe construction at agreed intervals and report on the progress and quality of the work in accordance with the professional services agreement;
    f. Certifying payments to the contractor;
    g. Reviewing and approving submittals;

h. Preparing change orders and construction change directives for owners' approval and maintaining a change order log;
i. Determining and certifying the date of substantial completion and preparing a punch-list of items requiring correction or completion.
j. Conduct final-completion review and recommend final payment and release of retainage to the District. Approval and release of payment remain with the District;
k. Communicate project status and provide project schedules and records to the District and its designated representatives, including documents required for DEED review when applicable.

The procurement schedule is shown below. Dates following receipt of proposals are subject to District confirmation and any addendum issued before the proposal deadline.

A. Issuance of RFP ..... Nov. 08, 2026
B. Receipt of Proposals ..... Nov. 30, 2026
C. Committee Review and Evaluation..... Dec 01-03, 2026
D. Selection of Design Firm, Notice of Intent ..... Dec. 04, 2026
E. Contract Award after 10-day protest period..... Dec. 15, 2026