



Request for Proposals (RFP): # SCF25-1130

Nuka Learning and Wellness Center A/V Upgrade

Release Date: Jan 27, 2025

*SCF Procurement
7033 East Tudor Road
Anchorage, AK 99507*

*Purchasing Agent, Donovan Fairbanks
Phone: 907-729-6613*

E-Mail: SCFPurchasing@southcentralfoundation.com

Important Notice: See Section 2.4.

You must email the SCF Purchasing at 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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EXHIBIT B: Proposal Form

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EXHIBIT G: Design Drawings

EXHIBIT H: Major Project Milestones

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 proposals from qualified firms interested in providing renovations to AudioVisual Systems in two areas on the ground floor of the Nuka Learning and Wellness Center facility.

Overview of services to include (but not be limited to): testing and verifying functionality of installed cabling and existing Owner Furnished equipment, removal of outdated, defective or unneeded equipment, reintegration of certain existing equipment into the new design, replacement of defective cabling as necessary, installing new cabling and modifying connector plates as described in the Scope of Work and design documents, procurement, installation and commissioning of new equipment to integrate with existing systems as described in the Scope of Work and design documents.

2.2 Contract Period

The contract term shall begin with the selection of a winning Proposer in March 2025. The targeted timeframe for the overall project scope of work is between March 2025 and July 2025.

All work on the Audio Video portion of the project must be substantially complete no later than June 16, 2025. In the event that the Contractor is unable to meet this deadline for Substantial Completion, they will be obligated to supply all necessary equipment and personnel to ensure that a fully functional system is available for the Owner's operations until the systems are brought to Substantial Completion. This provision is in place to guarantee uninterrupted services and maintain project progress despite any potential delays in reaching the Substantial Completion milestone.

It is anticipated that to meet the Project deadlines set forth herein shall require six day work weeks for the installation and commissioning phases. The AV Contractor shall furnish all necessary personnel resources required to meet the Project milestones.

The Project milestones are identified as part of this RFP in Exhibit E.

2.3 Site Access and Safety

General Requirements

- A. The Owner's Facility will remain in use and open to the public for the duration of the Project.
- B. The Contractor shall coordinate all site access with the SCF Project Manager or designated representative to minimize disruption to ongoing operations.
- C. Work in areas that are actively occupied by staff or visitors must be scheduled outside normal operating hours unless explicitly approved in writing by the SCF Project Manager.

Working Hours

- A. Standard working hours for this project are Monday through Friday, 7:00 AM to 6:00 PM local time. Saturday working hours to be scheduled ahead with SCF Project Manager.

- B. Sunday work may be allowed, subject to prior written approval, with a minimum of 24 hours notice to the SCF Project Manager.
- C. Emergency access or deviations from the approved schedule must be requested and justified in writing.
- D. Work performed in the Lobby, Reception, Lactation rooms shall be limited to outside business hours. Coordinate work in these areas with the SCF Project Manager.

Noise and Disruption

- A. The Contractor shall limit noise, vibration, and other disruptive activities during working hours and comply with the facility's noise mitigation policies.
- B. Use of loud or vibrating tools or equipment shall be scheduled to avoid disturbance during normal facility operations and must be pre-approved by the SCF Project Manager.

Security and Access Control

- A. All personnel accessing the site must adhere to the SCF's security protocols, including sign-in procedures and the wearing of identification badges.
- B. Contractors must ensure all work areas are secure at the end of each shift, including removal of tools, equipment, and debris.

Site Safety

- A. Safety Plan: The Contractor shall submit a comprehensive site-specific safety plan to the SCF Project Manager before commencing work. The plan must address potential hazards, mitigation measures, and emergency response procedures.
- B. Compliance with Standards: All work shall adhere to applicable safety regulations, including OSHA standards and local safety codes.
- C. Protective Measures: The Contractor must implement appropriate protective measures to safeguard SCF staff, visitors, and construction personnel. These measures include barriers, signage, and personal protective equipment (PPE).
- D. Hazardous Materials: Any use or discovery of hazardous materials during the project must be reported immediately to the SCF Project Manager. The Contractor is responsible for proper handling and disposal in compliance with environmental and safety regulations.
- E. Incident Reporting: All accidents, injuries, or near-miss incidents must be reported to the SCF Project Manager within 24 hours. A written report detailing the incident and corrective actions taken must follow within 48 hours.
- F. Clean and Safe Work Area: The Contractor shall maintain a clean and orderly work area at all times, ensuring that tools, materials, and debris do not create trip hazards or obstruct access.

Coordination and Communication

- A. The Contractor is responsible for maintaining open communication with the SCF Project Manager regarding daily schedules, changes, and unforeseen delays.
- B. Any work that may impact critical facility functions or services must be coordinated at least two weeks in advance.

2.4 Proposer Registration

Proposers must register with the SCF Purchasing Agent by emailing SCFPurchasing@southcentralfoundation.com **no later than February 10, 2025, 2PM AKST (UTC -9)**. 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.

2.5 SCF Purchasing Agent

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

SCF Procurement Department
7033 East Tudor Road
Anchorage, AK 99507
Attention: Donovan Fairbanks
Email: SCFPurchasing@southcentralfoundation.com
Phone: 907-729- 6613

Section 3. Request for Proposal Details

3.1 RFP Schedule

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

RFP Release Date	January 27, 2025
Deadline for Registration	February 10, 2025
Site Visit and Preproposal Conference (Optional)	February 11, 2025, 10am-1pm AKST (UTC -9)
Deadline to Submit Questions	February 19, 2025
Deadline for SCF to Respond to Questions	February 20, 2025
Proposal Due Date	February 26, 2025, 2PM AKST (UTC -9)
Anticipated Notice of Award	March 6, 2025
Anticipated Service Start Date	March 20, 2025

Table 1. RFP Schedule

3.2 PRE-PROPOSAL CONFERENCE

A pre-proposal conference and site walk will be held on 02/11/25, 10am-1pm AKST at the Southcentral Foundation Nuka Learning Institute, 4085 Tudor Centre Dr, Anchorage, AK 99508; meet in the lobby area. A video conference meeting will be scheduled for pre-registered remote attendees.

The purpose of this conference will be to clarify the contents of this Request for Proposal in order to prevent any misunderstanding of the Owner's intention and desires, and/or to give prospective suppliers an opportunity to review the site of the work. Any doubt as to the requirements of this Request for Proposal, or any apparent omission or discrepancy should be presented to the Owner's representative at this conference. The Owner's representative will then determine the appropriate action. If necessary, the Owner's representative will issue a written amendment to the Request for Proposal. Oral statements or instructions shall not constitute an amendment to this Request for Proposal.

You do not have to send a representative to this pre-proposal conference. However, if you decide to not send a representative, then we may not know of your intent to participate in this solicitation, and so may not send you any written amendments to this Request for Proposal. Further, we will assume that your failure to attend the pre-proposal conference is an indication that you expect us to review your proposal as if you had taken advantage of the pre-proposal conference.

3.3 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 be returned. 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.

3.4 Other Licenses and Registrations Requirements

All Proposers must hold a valid Alaska Business License through project duration.

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.

3.5 Contractor Qualifications

Contractor Qualifications: (Proposers shall furnish proof of the following capabilities with their bid response.

1. The Contractor shall have a minimum of five (5) years' experience in the fabrication, assembly, installation and commissioning of audio-visual systems of similar magnitude and quality to that indicated for this project.
2. The Contractor shall possess a current Alaska Business license at the time of bid.
3. The Contractor shall provide the telephone response to service requests within two (2) business hours during the warranty period. Provide the on-site response to service requests not addressable by telephone within forty-eight (48) business hours during the warranty period.
4. The Contractor shall have current membership in (or employ at least two (2) staff with individual memberships) in one (1) or more professional Audio Visual organizations for two (2) or more years immediately preceding the bid. Such as, NSCA: National Systems Contracting Association, AVIXA and/or AES: Audio Engineering Society.
5. The Contractor shall employ a Project Manager with at least five (5) years direct professional experience with devices, equipment, and system installation of the type and scope specified herein. They shall additionally hold two (2) certifications provided by NSCA, AVIXA or PMI: Project Management Institute.
6. The Contractor shall employ a qualified project engineer on its staff assigned to this project. This individual shall be a university graduate engineer in electrical or electronic engineering or physics, and have at least five (5) years' experience with similar electronic & optical specialty systems or other educational experience background as approved by the Consultant and the Owner.
7. The Contractor's field superintendent shall have at least five (5) years direct professional experience with devices, equipment, and system installation of the type and scope specified herein.
8. The Contractor's installation staff shall have at least three (3) years direct experience with devices, equipment, and system installations of the type and scope specified herein.
9. The Audiovisual Contractor must be an authorized CRESTRON dealer in good standing.
10. The Contractor shall employ or retain the services of a Crestron Digital Media Certified Engineer (DMC-E-NVX) to provide the digital media signal distribution design for this project.
11. The Contractor shall employ or retain the services of a qualified network engineer proficient in the programming and deployment of data networks for the distribution of AV over IP and other AV related protocols (Dante, QLAN, AVB)
12. The Contractor shall employ or retain the services of a DSP System Programmer with the following certifications: Q-SYS Level 2, Dante Level III, Shure Advanced Techniques for RF Coordination.
13. A minimum of 50% of the personnel engaged in the installation of this Section shall have at least two (2) years' direct experience with devices, equipment, and system installations of the type and scope specified herein.

14. Demonstrate timeline, identifying project management strategy and manpower loading at current staff levels to meet project timeline. Include a project schedule Gantt chart.
15. Proposer must provide a statement confirming that they will meet the delivery/project completion date of July 18, 2025.

3.6 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 ten (10) 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.

3.7 Addendum to the RFP and Right to Award

SCF reserves the right to issue written addenda 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.

3.8 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.

3.9 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 Purchasing Agent as directed in Section 2.4 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 Purchasing Agent, 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 Purchasing Agent 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.

4.5 Proposal Submission

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

The subject line should read, "SCF25-1130 – Nuka Learning and Wellness Center A/V Upgrade Proposal".

4.6 Proposal Withdrawal and Correction

A proposal may be either corrected or withdrawn by submitting a written request to the SCF Purchasing Agent prior to the Proposal Due Date and time in Section 3.1, Table 1. In the case of a request to correct a proposal the revised proposal must be submitted at the time of request and receipt confirmed by a non-system generated response from the SCF Purchasing Agent.

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, Arial – all pages; document should be “portrait” orientation format.

Please limit proposal response for Response to Criteria and Key Personnel Resumes to 5 pages total. Title page, Cover Letter, Licenses/Certificates and Forms are not included in page limit.

Section 1, Title page.....	1 page, maximum
Section 2, Cover Letter.....	1 page, maximum
Section 3, Response to Criteria.....	Comply with overall page limit
Section 4, Key Personnel Resumes.....	1 page, maximum (each)
Section 5, Licenses/Insurance Certificates.....	not included in page limit
Section 6, Form of Non-Collusive Affidavit (notarized).....	not included in page limit
Section 7, Proposal and Signature Forms.....	not included in page limit

Proposal Section 1. Title Page

The title page (cover) should contain the following:

- RFP Name and Identification Number
- Name, title, company, mailing address, phone number, and email address of the person authorized to commit the Proposer to contractual arrangement with SCF. This person will be the Proposer’s authorized contact for all communication. Proposer may also identify an alternate Purchasing Agent in case the authorized contact is unavailable.

Proposal Section 2. Cover Letter

Include a cover letter on Proposer letterhead stating your team’s understanding of the services to be performed and why your team is the best qualified. Describe the team makeup and organizational relationships. Letter shall be signed by the Proposer’s authorized contact.

Proposal Section 3. Response to Criteria

Proposers shall carefully review Exhibit A: Scope of Services and Exhibit G: Design Drawings in preparing their proposal.

A. Similar Project Experience (20 points)

Provide a summary of recent work involving for projects of similar scope.

Provide examples of Corporate and Conference Facilities, Lecture Halls, Training Facilities, and Live Event Spaces performed and outcomes and benefits resulting from those studies. For each project, include information on the firm's/ individual's role on the project, the scope, size and cost of the project.

B. Project Approach and Ability to Manage the Project Successfully (30 points)

Provide a work plan demonstrating your approach to this project. The following should be addressed:

- How will communications be handled within the team and with SCF?
- Describe staff involvement and how input will be solicited, evaluated, and implemented.
- How will the data gathering and compilation process be managed?

Provide a schedule showing proposer's resource allocation, and Owner and Staff involvement and key project milestones as indicated within this RFP.

Outline Scope of Services intended to be accomplished via subcontract vs. your firm's own resources.

Discuss what you see to be the primary challenge(s) of this project and your approach to meeting that challenge.

List of Contractor furnished items for early release review by Consultant ahead of shop drawing submittal.

C. Capacity of Resources (20 points)

- Specifically address availability of proposer's key personnel to this project from **March 2025 – July 2025**. Indicate how continuity of staff assignments will be maintained.
- Indicate location of offices (and their current staffing), staging and fabrication facilities, which location will support this project during the warranty period.

- Include a statement indicating that all information in the proposal is accurate, truthful, and factual; certifying that personnel and resources proposed will be made available to fulfill duties and obligations of the contract, if awarded.

D. Alaska Native/ American Indian Preference (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

Proposal Section 4. Contractor Qualifications

Complete Contractor Qualifications Form – Exhibit E

Proposal Section 5. License / Insurance Certificates

Provide the following certifications and licenses as indicated in Exhibit E:

- A. Alaska Business license or any other professional licenses, certifications, and/or registrations as required by this RFP in Section 3.4.
- B. Insurance certificate; include proof of insurance. Limits included in Section 7.5.

Proposal Section 6: Form of Non-Collusive Affidavit

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

Proposal Section 7: Proposal and Signature Forms

A. Cost Proposal (25 points)

- Complete and sign Proposal (Exhibit B) and Signature Forms (Exhibit C) with a time and materials not to exceed price for this scope of work.
- On a separate sheet provide fully burdened hourly rates for the proposed key personnel from the firm

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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 Contractor Qualifications.
- 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 three (3) 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.

Evaluation Criteria	Point Value
Similar Project Experience	20
Project Approach and Ability to Meet Project Schedule	30
Capacity of Resources	20
AN/AI Preference	5
Cost Proposal	25
Total Point Value - 100	

Table 2. Evaluation Criteria and Point Value

6.4 Discussions

As determined by the evaluation process, Proposers may be offered the opportunity to respond to written questions or 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 reserves the right to require formal oral presentation of proposals. If a presentation is requested, Proposers 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 entire 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 contract award will be provided to all Proposers.

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 Form Of Contract AIA Document A101/201 - 2017, which SCF will provide when ready to enter into an agreement with the winning Proposer. See Exhibit E for a draft agreement to review.

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 Purchasing Agent 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 Purchasing Agent 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:** Contractor will carry Professional Liability coverage at a limit of \$1,000,000 Per Claim and \$2,000,000 Aggregate. The policy will be endorsed to include sexual abuse coverage with a minimum separate limit of \$1,000,000 per claim. If the professional liability policy is written on a claims made form, Contractor shall provide insurance for a period of 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. **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. §5307(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. Alaska Native/American Indian Preference in Employment and Training

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 Purchasing Agent. 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

SCF25-1130 – EXHIBIT A – NUKA AV SPECIFICATION.pdf

EXHIBIT B: Nuka Learning and Wellness Center A/V Upgrade

PROPOSAL FORM

SUBMITTED BY:

(firm name)

(name and title) **Print or Type**

(authorized signature)

(contact name)

(address)

(city, state, zip code)

(telephone)

(e-mail)

(date)

The above bidder, having reviewed the Project Specifications and documents, hereby proposes to furnish required Contract Work as follows:

A. BASE BID

1. In accordance with Trade Specific Requirements, General and Specific Inclusions, the Work will be performed on a Lump Sum basis.
2. Attach list of quantities, manufacturers, makes and models for all equipment to be furnished under this Work.
3. Attach a schedule of labor rates for additional services to accommodate any extra services requested by Owner through 2025.
4. Attach a bid breakdown for Base work including lump sum equipment pricing and costs and manhours for labor and travel components listed on the next page:

27 January 2025

DESCRIPTION	TOTAL MANHOURS STD / OT	TOTAL COST
1. AUDIO VISUAL SYSTEMS - EQUIPMENT		\$
2. AUDIO VISUAL SYSTEMS - ENGINEERING		\$
3. AUDIO VISUAL SYSTEMS – SHOP LABOR		\$
4. AUDIO VISUAL SYSTEMS – FIELD LABOR		\$
5. AUDIO VISUAL SYSTEMS – PROGRAMMING (INTERNAL)		\$
6. AUDIO VISUAL SYSTEMS – PROGRAMMING (THIRD PARTY SUB CONTRACTOR)		\$
7. AUDIO VISUAL SYSTEMS – PROJECT MGMT		\$
8. AUDIO VISUAL SYSTEMS - TRAINING		\$
9. TRAVEL, LODGING & PER DIEM		\$
TOTAL BASE BID	11 52 00	\$

ADDITIVE ALTERNATE A (WARRANTY EXT. 1-YEAR)		\$
ADDITIVE ALTERNATE B (WARRANTY EXT. 2-YEAR)		\$
ADDITIVE ALTERNATE C (VIDEO PROJECTOR)		\$
ADDITIVE ALTERNATE D (PROJECTION SCREEN REPLACEMENT)		\$

C. ALLOWANCES (IF APPLICABLE)

DESCRIPTION	SPECIFICATION SECTION	TOTAL COST
1	11 52 00	\$

B. LOWER TIER SUBCONTRACTORS

1. List all lower tier subcontractors that you plan to use on this Project, provide contact information and describe their proposed involvement.

D. EXCLUSIONS

EXHIBIT C: Nuka Learning and Wellness Center A/V Upgrade

SIGNATURE FORM

The undersigned agrees that, TIME IS OF THE ESSENCE and that if awarded a Contract, the work shall commence within Five (5) business days after Notice to Proceed. Completion of the work shall be achieved in accordance with the construction schedule.

The undersigned hereby acknowledges receipt of the following Addenda to the bidding documents, all the provisions and requirements of the RFP Documents, all the provisions and requirements of which have been taken into consideration in the preparation of this bid:

Addenda:_____ Date:_____ Addenda:_____ Date:_____

Addenda:_____ Date:_____ Addenda:_____ Date:_____

By submission of this bid, the undersigned certifies, as a Contractor currently registered in good standing with the State of Alaska, capable of executing all provisions of the project's construction contract and discharging all obligations that arise thereunder.

Cost to provide Bid Bond: ADD: \$_____

Cost to provide Performance Bond: ADD: \$_____

Legal Name of Proposer: _____

Address: _____

Telephone: _____

Type of Bidding Entity:

Corporation _____ WBE _____

Partnership _____ MBE _____

Sole Proprietor _____ CBE _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE:

TYPE NAME AND TITLE OF AUTHORIZED REPRESENTATIVE:

Federal Identification Number

Alaska Business License Number

EXHIBIT D: 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: _____

EXHIBIT E: Nuka Learning and Wellness Center A/V Upgrade

CONTRACTOR QUALIFICATIONS FORM

SUBMITTED BY:

(name and title) **Print or Type**

(signature)

(date)

(firm name)

(contact name)

(address)

(city, state, zip code)

(telephone)

(e-mail)

Bidders must have, in accordance with Alaska State Law, the appropriate license current, active and in good standing with the Alaska Department of Commerce, Community, and Economic Development on the date and time that the Bid Proposal is submittal.

Prospective Bidders must answer all of the following questions and provide all requested information, where applicable. Any Prospective Bidder failing to do so may be deemed to be non-responsive with respect to this qualification. Any Prospective Bidder found to be not qualified to bid this project as a result of his/her responses to the Pre-Bid Qualification Questionnaire will receive a written response from the Owner's Project Representative explaining the decision. If the Prospective Bidder can refute the facts upon which the decision was based, the Prospective Bidder may appeal the determination in writing within **three working days** from receipt of notification and request a written response from the Owner's Project Representative to explain the decision. The decision the Owner's Project Representative is final and may not be appealed.

All information submitted for qualification evaluation will be considered official information acquired in confidence. The Owner's Project Representative will maintain its confidentiality to the extent permitted by law.

It is critical that the Prospective Bidder fills out all information required accurately, completely, truthfully and to the best of his/her knowledge. Ambiguous or incomplete information may lead to an unfavorable evaluation and subsequent status as non-qualified.

Return this questionnaire with your Bid Response.

1. QUALIFICATION DECLARATION

I, _____, hereby declare that I am the
(print name)

_____ of _____
(title) (firm name)

submitting this Pre-Bid Qualification Questionnaire; that I am duly authorized to sign this Qualification Questionnaire on behalf of the above named firm; and that all information set forth in this Qualification Questionnaire and all attachments hereto are, to the best of my knowledge, true, accurate and complete as of its submission date.

The undersigned declares under penalty of perjury that all of the Qualification information submitted with this form is true and correct and that this declaration was executed in

_____, on _____
(county, state) (date)

(signature)

If the above is signed by other than the sole proprietor, a general partner or corporate officer, attach original notarized power of attorney or corporate resolution. Failure to return a properly complete Declaration will result in the Prospective Bidder being determined to be non-qualified.

2. LICENSE AND INFORMATION

- A. Does your firm hold the appropriate license in accordance with Alaska State Law that is current, active and in good standing with the Alaska Department of Commerce, Community, and Economic Development?

YES ☐ NO ☐

If the answer is "**YES**," provide the following information about your firm's contractor's licenses:

1. Name of license holder exactly as on file with the Alaska Department of Commerce, Community, and Economic Development:

2. License Number: _____

3. Date Issued: _____

4. Expiration Date: _____

If the answer is "**NO**," can your firm obtain the appropriate license in accordance with Alaska State Law prior to bid submission date?

YES ☐ NO ☐

If the answer is "**NO**," please explain:

- B. Can you truthfully state that your firm's contractor's license has never been suspended or revoked by the Alaska Department of Commerce, Community, and Economic Development?

YES ☐ NO ☐

If the answer is "**NO**," please explain:

- C. Can you truthfully state that your firm has not been disqualified or barred from business with any public agency (e.g. federal, state, county, city or public school) within the past **five years**?

YES ☐ NO ☐

- D. Has a complaint ever been filed with the Alaska Department of Commerce, Community, and Economic Development against your firm that required a formal hearing or inquiry?

YES ☐ NO ☐

- E. What is your total and available bonding capacity?

- F. What are your general and liability insurance limits? Please provide Certificate of Insurance:

3. PREVIOUS EXPERIENCE

- A. Does your firm have at least **five years** experience in all aspects of the fabrication and installation and commissioning of live event spaces and/or audio visual systems of comparable size and scope to this project?

YES ☐ NO ☐

- B. Does your firm have previous project experience with any of the following firms or their principal staff members?

- a. Southcentral Foundation– Owner
- b. McKay Conant Hoover, Inc. – Audio Visual Consultant

YES ☐ Who? _____ NO ☐

If the answer is "**YES**," please provide a list of experience with the firm(s):

- C. Has your firm successfully completed at least **three** of the following types of new construction and/or renovation projects with **Audio Visual Systems** with a contract amount of at least \$1,500,000?

YES ☐ NO ☐

- Corporate and Conference Facilities
- Lecture Halls
- Training Facilities
- Live Event Spaces

If the answer is "**YES**," name **three projects** and provide the information listed in Project Data Sheet for each project.

Project Name #1 _____ date complete _____

Project Name #2 _____ date complete _____

Project Name #3 _____ date complete _____

- D. Does your firm have a service office with full time resident service personnel located within 50 miles of the project site?

YES ☐ NO ☐

If the answer is "**NO**," please describe the method of service provided during the warranty period:

- E. Provide the name of the Project Manager and Project Engineer who will be assigned to this project and attach his/her resume indicating his/her experience, background and examples of experience with similarly sized and scoped installations for at least **two projects** within the last **three years**.

PM Name: _____

Years of experience with your firm: _____

PE Name: _____

Years of experience with your firm: _____

4. SAFETY / QUALITY ASSURANCE PROGRAMS

- | | | |
|---|------------------------------|-----------------------------|
| A. Does your firm have a written Safety Program? | YES ☐ | NO ☐ |
| B. Does your firm have personnel assigned permanently to safety? | YES ☐ | NO ☐ |
| C. Does your firm have a written Quality Assurance/Control Program? | YES ☐ | NO ☐ |
| D. Does your firm have personnel assigned permanently to QA/QC? | YES ☐ | NO ☐ |

5. BUSINESS CONSTRUCTION REVENUE

- A.** List average yearly volume of commercial AV work for each of the past **3 years.** Revenue and amount of reinvested income. Reinvested income means the amount invested in NEW capital expenditures and employee training/continuing education. This amount does not include replacement equipment or new employee orientation.

YEAR	REVENUE / VOLUME	REINVESTED INCOME
<u>2024</u>	<u></u>	<u></u>
<u>2023</u>	<u></u>	<u></u>
<u>2022</u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

- B.** List value of work currently on backlog with percentage completed as appropriate.

WORK	VALUE	% COMPLETE
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

- C.** What approximate percentage of your total volume of work for year(s) 2025 would this new project represent?

 %

PROJECT DATA SHEET

(A separate sheet must be prepared for each project submitted.)

1. Project Name / Year Completed: _____
2. Project Location: _____
3. Owner's Name: _____
Address: _____
Owner's Phone: _____
Contact person: _____
4. Design Professional / Consultant: _____
Designer's Phone No.: _____
Contact person: _____
5. Was the project completed within budget?

YES ☐ NO ☐ NOT COMPLETE ☐

If the answer is "**NO**", please explain:

Cost at Bid: _____

Cost at Completion: _____

If project has not reached completion, indicate current status with respect to budget:

6. Please detail any unique or especially creative aspects of the AV Integration of this project and/or your installation.

END OF SECTION

EXHIBIT F: Sample SCF Agreement

See below.

SCF25-1130 - EXHIBIT F - AIA A101-201 initial draft sample.pdf

EXHIBIT G: Nuka Learning and Wellness Center A/V Upgrade

SCF25-1130 – EXHIBIT G – SCF NUKA AV Design Drawings.pdf

EXHIBIT H: Nuka Learning and Wellness Center A/V Upgrade

MAJOR PROJECT MILESTONES

The following is the current project milestone schedule and represents a 6-day workweek:

REQUEST FOR PROPOSAL ISSUED.....	January 27, 2025
DEADLINE FOR REGISTRATION.....	February 10, 2025
PREPROPOSAL WALK.....	February 11, 2025, 10am- 1pm AKST (UTC -9)
RFIs DUE.....	February 19, 2025
PROPOSALS DUE.....	February 26, 2025 2pm AKST (UTC -9)
NOTICE OF INTENT TO AWARD.....	March 6, 2025
NOTICE TO PROCEED ISSUED.....	March 20, 2025
SHOP DRAWING SUBMITTAL DUE.....	April 10, 2025
EXISTING SYSTEM DEMO START.....	April 28, 2025
OWNER EVENT IN TRIBAL DRUM (RM. 110).....	May 12 – May 16, 2025
SYSTEM TEST REPORTS TO MCH.....	June 10, 2025
SYSTEM OBSERVATION / ACCEPTANCE TESTING.....	June 12 – 16, 2025
SUBSTANTIAL COMPLETION.....	June 16, 2025
END-USER TRAINING.....	June 17, 2025
PUNCH LIST START.....	June 17, 2025
OWNER EVENT IN TRIBAL DRUM (RM. 110).....	June 19, 2025
OWNER EVENT IN TRIBAL DRUM & GULF.....	June 23 – 27, 2025
CONSULTANT BACKCHECK.....	July 14, 2025
FINAL SIGN-OFF.....	July 17, 2025

END OF SECTION