

EXHIBIT A: Scope of Work

SCF is soliciting detailed proposals from qualified Design Teams for the design, bid administration and construction administration of renovations to the Anchorage Native Primary Care Center (ANPCC) I, II, III, Yagheli Shesh Qenq'a. Design scope requires utilizing 65% bridging documents to complete 100% permit/bidding documents. Scope includes roof replacements, stairwell addition to access roof, boiler room and HVAC equipment replacements and upgrades and building wide commissioning. Design scope also includes clinic space tenant improvements based on an established concept plan. The buildings are currently occupied and SCF wishes to see the design commence August of 2026 and design completed by January of 2027. Construction 2027-2028. See Section 3.1. Schedule for more information.

Project Site

The project site is located at 4320 Diplomacy Drive Anchorage, Alaska 99508, Tudor Centre BLK 2 LT 3BA on the Alaska Native Health Center Campus. Proposers should note the facility must remain operational with minimum disruptions of clinic services, entrances, traffic patterns and parking until the completion of the project. The facility clinical hours are Monday-Friday, 8am-6pm and Saturday, 8am-5pm.

Design Approach

Incorporate Tenant Improvements into Bridging Documents for complete bid package.

Use 22x34 Sheets.

Owner's Project Requirements Document

SCF has developed 65% Owner's Project Requirements. 95% Owner's Project Requirements will be developed prior to continuation of design from Bridging Documents and Concept TI to 100% Documents.

Commissioning

SCF is under Contract with RESPEC as CxA. Bluerithm will be used as the Cloud Based commissioning platform.

BIM Execution Plan

Designer will use AIA BIM Exhibits to establish a BIM Execution Plan.

SCF Requirements for Design Consultants, Estimators and Vendors

- Assumed design disciplines required are Architectural, Structural, Mechanical and Plumbing and Electrical.
- RSA Engineers and Reid Middleton, Inc. shall be used as the Mechanical, Electrical and Structural Consultants.
- Cost Estimator is required.
- SCF Requires that Johnson Controls participates in the design as the Owner's controls vendor. No substitutions.

- Proposer may include other specialty consultants for consideration.

Sustainability and Total Cost of Ownership

SCF will follow an “as the budget allows” approach to sustainability features and a life cycle cost analysis (LCCA) is required. The purpose of the LCCA is to identify and compare life-cycle cost-effective (LCCE) building energy systems to provide SCF with choices in terms of performance, longevity, and total cost of ownership. SCF encourages innovative solutions that yield the most cost-effective, high performance, low-maintenance facility for SCF’s building portfolio to date.

2025 SCF Design Standards

Southcentral Foundation’s (SCF) 2025 Design Standards for Construction Projects version 1 (working draft) provides a clear framework to guide building development. These standards establish specific guidelines, requirements, and best practices to ensure quality, consistency, and alignment with SCF’s mission and values. SCF ensures that all facilities are functional, durable, cost-effective, and environmentally responsible, while meeting the needs of customer-owners and supporting the organization’s long-term vision. Designers should review and incorporate SCF’s 2025 Design Standards version 1 (working draft) during the design process.

Management Platform

- Autodesk Forma (SCF-provided excepting the Designers will have their own subscriptions to Design Collaboration and Model Coordination) shall be utilized as the Project Management Information System (PM/Design management software) for all collaboration, correspondence, storage of documents, storage of BIM models, creation and storage of meeting agendas/minutes, submittals, RFIs, photos, schedules, Sheets, specifications, Issues, etc. throughout the duration of the project.
- Provide references from Owners on whose projects you have used Forma. Successful proposer must show evidence of Forma training prior to Fully Executed Contract and designate a Forma point of contact in their team that will be responsible for the Design Team’s effective use of Forma and its interrelated modules throughout the duration of the project.
 - <https://learnacc.autodesk.com/page/all-courses>
 - <https://learnacc.autodesk.com/page/autodesk-build>

Design Review Platform

Architect led and hosted Bluebeam Sessions will be used for Review Milestones. 35%, 65% and 95% review and to backcheck 100% deliverables. All deliverables will be uploaded to session.

Design Scope of Work

Designer shall:

- Note that timely, organized SCF stakeholder engagement is a requirement for scope development. SCF will assist the Designer in determining a pertinent stakeholder list, an engagement work plan, and stakeholder engagement schedule.

- Organize and lead weekly coordination and planning meetings (1 hour) with the Project Team. Standard agenda will be developed with Owner at the start of the Project and coordinated weekly with Owner prior to meeting. These meeting will be regularly held “in-person” with SCF stakeholders in an SCF Anchorage building on the Alaska Native Health Center campus. Virtual meetings can be scheduled as needed.
- Review all Bridging Documents Listed as Exhibits in this RFP.
- Become familiar with existing conditions, existing Forma Project, any reports, FM reviews and Bridging responses, drawings, O&M information, and as-built and Bridging drawings/models pertaining to roof design, roof mounted equipment and construction of PCC I, PCC II, and PCC III, including Clinic Tenant Improvement Spaces and Concept Design
- Provide design development services. (95% and 100% Drawings, Narratives, Cost Estimates and Specifications for Bridging Documents and 35%, 65%, 95% and 100% Drawings, Narratives, Cost Estimates and Specifications for the Clinic Tenant Improvements with the goal of 100% bid documents for Construction. Identify milestones and proposed schedule.
 - Provide technical specifications describing material quality and workmanship as required for Divisions 2 through 49.
 - Incorporate SCF Division 1 Specifications into Project Manual including the Asset Data section and spreadsheet...xx.
 - Include specifications for heat loss camera studies all roofs – post construction.
 - Include specification for Acoustical Testing – post construction.
 - Provide recommendations and design for snow removal of shed snow off Atrium Roof. Currently the snow sheds onto PCC 1 and PCC 2 roofs and crews then shovel off to the ground. This may include Civil design.
 - Approximately 14,000 square foot Clinic Space TI in PCC 2 Level 2 including exam room changes, sound dampening, plumbing, mechanical and electrical scope.
 - Deliverables will be organized per SCF Division 1
 - Coordinate through Forma with SCF QC and FM at 35%, 65% and 95% designs.
 - Cost estimates shall be in SCF approved format. Include but not limited to, cover sheet, Basis of Cost Estimate, Exclusions, CSI Unifomat and any deductive or additive alternates.
 - Meet with Authority Having Jurisdiction (AHJ) for preliminary review now at 65% Bridging and include 10% Concept Clinic Tenant Improvements.
 - Provide SCF electronic copies, .doc, .pdf, .rvt, .dwg, of the phase, final and record drawings, models, equipment data and specifications. Provide BIM Model files; .NWD and .NWF as applicable.
 - Drawings to be sealed by an Architect or Engineer registered in the State of Alaska.
 - Submit plans to Authority Having Jurisdiction (AHJ) for review, approval, and permit. SCF will pay for any plan review/ permit fees, etc. Not expecting expedited plan review.
 - Coordinate permitting. Submit the documents to Building Safety and resolve their technical review comments to obtain a Building Permit.

- Maintain proposed project team for the duration of the project unless otherwise approved by SCF within 21 days of written notice.
- Organize and lead stakeholder workshops to collect and incorporate SCF feedback at the 35% schematic Clinic TI only, design development (65%) and 95% phases of the design. Organize and manage this process to obtain timely decisions needed to progress the project. Relaying to SCF the short and long-term cost implications for all new systems and equipment will aid in the decision-making process.
- Apply Lean Construction practices to actively seek and suggest innovative Value Engineering solutions that will provide value to the owner by means of reduced costs or schedule, increased energy efficiency, operability, or life cycle, and other considerations that will help to align the project costs within SCF's budget.
- Recommend options for design packages that allow for expedited procurement or phases of work to begin, that would benefit the overall project schedule and present to SCF for discussion and direction. Long lead procurement must be by March 2027.

Construction Administration Services Scope of Work

Designer shall:

- Assist SCF by answering bid questions as required.
- Attend a pre-bid conference at the project site with SCF and interested Licensed General Contractors.
- Assist in the bid opening and evaluation of Contractor selection.
- Assist SCF by answering technical questions and RFIs during construction.
- Review the submittals.
- Perform the necessary site reviews/inspections.
- Attend weekly meetings with SCF and Construction Team during construction.
- Review and certify the Request for Payment
- Assist CCO process for phased construction.
- Review the project at Substantial Completion and note deficiencies to be resolved by Proposer using Forma Issues.
- Issue a Certificate of Substantial Completion when the project is deemed substantially complete and usable for the Owner's intended use.
- Provide Record Drawings/Models based on the Contractor's redlines of the Project Drawings in electronic formats .doc .pdf, Autodesk .dwg, and Revit. Other BIM files?
- Assist Contractor to provide O&M data in formats that can be uploaded to SCF's Gordian Cloud Platform and Asset Essentials work order management platform.
- Provide all data for Grant reporting as required.

Schedule

Design and Bidding Services Scope of Work

Contract Award	August 2026
Design	August 2026 – January 2027
Permitting	February 2027
Bidding	February 2027

Construction Administration Services Scope of Work

Submittals/Procurement	March 2027-April 2027
Construction Administration	March 2027-February 2028
Commissioning	
--(Design and Construction Phases)	August 2026-February 2028