

**161 KLEVIN ST. TRUSS REPAIR  
ANCHORAGE COMMUNITY LAND TRUST**

**PROPOSERS CHECKLIST  
161 KLEVIN ST. TRUSS REPAIR**

**NOTICE TO PROPOSER:  
PLEASE REMOVE THIS SECTION FROM THE REST OF THE RFP  
AND SUBMIT WITH PROPOSAL**

Proposals should include the appropriate narrative and supporting materials to adequately address the evaluation criteria. Proposals not containing all items listed below may be considered non-responsive.

- ☐ **Cover page** – Proposal must be signed and include the firm name, local address, telephone number, and name of the person(s) authorized to submit the proposal, along with their title and telephone numbers. (1 page)
- ☐ **Table of Contents** (*optional*)
- ☐ **Statement of Qualifications and Scope of Services** – Describe the qualifications and experience of the team's abilities to perform the scope of services in the established timelines. Write a brief summary of your understanding of the project and scope of work and how you propose to meet the requirements and work closely with Anchorage Community Land Trust (ACLT), and it consults to complete the construction within budget and ultimately construct and complete the project. This includes *Construction Means and Methods*. Limited to four (4) pages. The Statement of Qualifications shall include Contractor's capacity – provided a summary of the team's current and anticipated workload from October 2025 thru April 2026 to the extent possible. Describe proposed contractor's management team (Project Manager, Superintendent, Estimator at a minimum) and include resumes (Resumes do not count toward page limitation).

Company's specialized experience and technical competence: Provide a summary of recent projects similar in nature, size, dollar value, and in complexity. In particular, describe similar structural related project experience for private nonprofit and public owners. Include information past performance in terms of schedule, budget, quality and innovations /value added. List specific projects which were located in Anchorage, Alaska. Include information on past performance of all projects cited, including project name, location, size, initial contract amount, final contract amount, project delivery method, schedule and owner contract name and contract information.

Strategies and experience in controlling construction costs during construction. Examples shall be specific to existing commercial type projects.

Include information on past performance in terms of schedule, budget, quality and innovative ideas or unique means and methods that may have resulted in savings (time and/or money) or added value to the Owner.

Experience in designing and constructing to meet the local governing authority's codes and requirements in Anchorage, Alaska.

**PROPOSER'S CHECKLIST**

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- ☐ **Pricing (Proposal Pricing Form)\***  
Proposer to submit a Firm, Fixed-Price proposal to complete the work as described in the Request for Proposal Pricing Form.
- ☐ **Current Performance and Payment Bond Capacity\*** – (threshold qualification)  
Provide a letter from the Contractor's Surety indicating Contractor's current performance and payment bonding capacity that will allow for 100% Payment and Performance bonds for this project.
- ☐ **References** – (threshold qualification)  
Provide three (3) references from clients for similar projects from the last five (5) years only. Include the clients' name, contact name, phone number and a description of the services provided.
- ☐ **Current State of Alaska Business License**
- ☐ **Current State of Alaska Contractor's License**
- ☐ **Current Municipality of Anchorage License**
- ☐ **Completed IRS form W9\***
- ☐ **Preliminary Schedule of Values**
- ☐ **Preliminary Project Schedule**
- ☐ **Lobbying Certification and Disclosure Packet\***
- ☐ **Form of Non-Collusive Affidavit\***
- ☐ **Acknowledgement of Addendums\* (if applicable)**

**\*All Proposal documents requiring signature *must* be signed and dated.**

**Proposals submitted without one or more requirements listed above are subject to rejection.**