



# **REQUEST FOR PROPOSAL RFP 25T-CD-224**

## **CIHA Spenard Campus Landscaping and Grounds**

**October 2025**

Prepared By:

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**REQUEST FOR PROPOSAL  
RFP 25T-CD-224**

CIHA Spenard Campus Landscaping and Grounds

Cook Inlet Housing Authority (CIHA) will accept proposals from responsive and responsible individuals and firms to provide landscaping and grounds maintenance services.

**PROPOSAL SUBMITTALS**

Proposals must be submitted, clearly marked: **“Attn: Procurement, RFP 25T-CD-224 CIHA Spenard Campus Landscaping and Grounds– Do Not Open”**. CIHA will reject proposals received after the deadline. Faxed proposals will not be accepted.

- **Mailed and hand-delivered proposals:** Proposals must be received at CIHA, Attn: Procurement, 3510 Spenard Road, Anchorage, Alaska 99503 no later than October 29, 2025, at 2:00 PM according to the time clock located at CIHA’s front desk.
- **Emailed proposals:** Proposals must be received no later than October 29, 2025, at 2:00PM, according to the time and date received by CIHA’s email server. Emailed proposals may be submitted to [Procurement@cookinlethousing.org](mailto:Procurement@cookinlethousing.org).

**QUESTIONS**

CIHA shall not be bound by any oral interpretation of this RFP. Questions are encouraged and should be sent in writing to CIHA’s Procurement Manager via email. All questions must be received at CIHA no later than October 14, 2025, 2:00PM. Written questions received by the deadline will be answered by addendum to all vendors.

Email: [Procurement@cookinlethousing.org](mailto:Procurement@cookinlethousing.org)

No communication is to be directed to any other CIHA employees or CIHA representative.

Substantive issues will be answered in writing in the form of an Addendum to this RFP. If determined necessary by CIHA, the proposal submittal due date may be extended and will be stated as such in the Addendum form.

**BACKGROUND**

CIHA is an Alaska regional housing authority established by state statute for the purpose of providing affordable housing opportunities for eligible participants in the Cook Inlet region. The mission of CIHA is *“To create housing opportunities that empower our people and build our community.”* CIHA administers Indian Housing Block Grant funds awarded under NAHASDA and other federal, state and local funds, develops and manages properties built with investor proceeds from the sale of Low-Income Housing Tax Credits, federal, state and local funds, and operates affordable housing programs through the parent corporation and its subsidiaries. CIHA currently has over twenty LIHTC projects in operation with several others within its development pipeline in different phases. Services will be performed on CIHA’s existing LIHTC and development portfolio with additional properties being added throughout the term of the contract. All services will be conducted at mutually agreeable times, unless otherwise stated, as projects reach certain milestones allowing for the specific audit or service. All audits and services will be performed with generally acceptable auditing and accounting standards or by agreed-upon procedures as defined by the partnership agreements or other development agreements provided to the auditor.

## CONTRACT TERM

Award of a professional services contract for the specified work will include an initial three (3) year term with an option to extend for two (2) additional one (1) year terms based on available funding, satisfactory performance, agreed upon pricing and mutual consent. The yearly contract shall be automatically renewed for one (1) year unless either party gives written notice of thirty (30) days prior to the expiration thereof. The cost portion of your proposal submitted should include the initial three (3) year term and the extension option years.

## SCOPE OF SERVICES

Contractor shall provide labor, equipment, and materials to complete the following grounds maintenance services at 3510 Spenard Road, 1501 W 36<sup>th</sup> Avenue, 3502 Spenard Road, and 3400 Spenard Road (see Attachment D – Exhibit Campus Map).

1. **Spring Cleanup** – These services shall commence as soon as weather permits, approximately May 1, (ground thawed and dry), and be completed by May 31. It is important that operations are significantly geared up to successfully complete pursuant to the suggested date of May 31, additional staff and equipment may be required on a temporary basis to accomplish this.
  - a) Thatch/rake lawns and remove all dead grass, leaves, trash and foreign materials
  - b) Aerate lawns as required to promote a healthy lawn condition
  - c) Clean flower beds, floral containers, and landscaped areas of weeds and trash, fertilize and repair flowerbeds for planting flowers in June; including removal of all remaining ice melt, gravel and left over winter materials
  - d) Power edge all concrete walks, curbs and drives to provide a neat appearance
  - e) First cutting of all lawn areas should be 2"-2 ½ "in height with clipping removed
  - f) Prune dead limbs from all shrubs and trees and paint cuts with tree paint
  - g) Apply 16-16-16 fertilizer to lawn at the rate of 12 pounds per 1,000 square feet for mowed turf, and five pounds per 1,000 square for un-mowed turf; and water immediately to prevent damage to turf and plants
  - h) Apply 1/8 cup of 16-16-16 fertilizer per one foot of height to all shrubs; and ½ cup of 16-16-16 per one inch of caliper to all trees
  - i) All flowerbeds are to receive 8-32-16 fertilizer at the rate of 10 pounds per 1,000 square feet of area
  - j) Apply 50 pounds of lime per 1,000 square feet of turf to all medium to high quality mowed turf areas
  - k) All shrub planting beds and medium to high quality turf should be treated with pre-emergence weed killer – **annual beds and floral containers should not be treated.**
2. **Weekly Services** – The following items are required to maintain the existing landscape in an attractive and healthy manner. It is important that a schedule be established and strictly adhere to throughout the growing season from May 15<sup>th</sup> to October 15<sup>th</sup>. Once this schedule is abandoned and work schedules fall behind, it is most difficult to catch up. This section should be fairly stable, and a set number of employees should be kept for the entire season.
  - a) Mow and trim lawns as required to keep the height of the turf 2"-2 ½ " in height throughout the season, immediately remove all turf clippings
  - b) Clip turf and removed clippings adjacent to trees, shrubs, fences and other obstacles as required to maintain a height of 2"-2 ½ " inches
  - c) Once each mowing, edge lawn areas where they meet curbs or sidewalks to maintain a neat and even line

- d) Weed between sidewalks and parking lot curbs, around Building foundations, parking lot perimeters, along all fence lines, in landscaping beds, and along all structures on the Property. Weed in the right-of-way between sidewalks and streets
  - e) Sweep, or using a mechanical blower, clean all walks, curbs, driveways, and parking areas to remove clippings
  - f) Remove all trash from landscaped areas
  - g) Trim shrubbery and hedges as required to maintain an even sharp and sight lines
  - h) Apply sufficient water to lawn areas, shrubs and flower beds to maintain a healthy and green condition and to ensure effective moisture content. Contractor will apply water only as fast as the soil will absorb it and will not apply excess water that will cause undesirable erosion or run-off
  - i) Re-seed any damaged lawn areas greater than 10 square feet to insure germination and growth. Contractor may be required to use turf in lieu of reseeding. Areas larger than 10 square feet will be re-seeded pursuant to a separate work order on a time and material basis; newly seeded areas will be hand-weeded and kept weed free until new turf is established.
3. Specialty Services – There are specific non-regular maintenance tasks we require which may demand a higher level of skill and training and in some instances licensing to properly complete. You may use a specialty crew that visits all sites on a specific re-occurring schedule and is allowed to take the proper time and precautions to properly fulfill their tasks. The following lists those specialty services we require:

- a) Fertilization of Lawns. All lawns are to be fertilized on the following schedule:

Date	Type	Rate
May 31	16-16-16 @ 12#'s per	1,000 SF
July 15	16-16-16 @ 12#'s per	1,000 SF
August 31	08-32-16 @ 10#s per	1,000 SF

- b) Fertilization of Plants. All shrubs and trees are to be fertilized twice annually by June 1<sup>st</sup> and July 15<sup>th</sup> with 16-16-16 at the following rates;

Shrubs: 1/8 cup per 1" height

Trees: 1/2 cup per 1" caliper

- c) Fertilization of Annuals, All flowerbeds are to be fertilized on the following schedule with 8-32-16 at the rate of 10#'s per 1,000 SF of area: May 31, July 15, August 31.
- d) Weed Control:

	Date	Product	Rate
Lawns:	May 30	Pre-Emergence	1 gal per 3 acres
	June 30	2-4-D+/or equivalent	1 gal per 2 acres
	July 20	2-4-D+/or equivalent	1 gal per 3 acres

Beds (rock& chips):	May 30	Pre Emergence	
	June 30	Round-Up/or equivalent (no contact to plants)	1 gal per 2 acres

- e) Pruning. During spring cleanup remove all dead wood and damaged branches and complete by May 15. During the latter part of the summer remove diseased and dead wood, to be completed by August 1. In the fall for dormant removal of unwanted growth between September 15 and 30.
- f) Fall/Winter Preparation. Removal of leaves and trash between September 15 and September 30, or the first frost.

## QUALIFICATIONS AND REQUIREMENTS

Contractor must demonstrate adequate qualified personnel to meet responsiveness requirements, provide a current certificate of insurance, and confirm they are not suspended, debarred, or otherwise ineligible under HUD or Federal agency regulations.

## INVOICING

Invoices are to include the contract control number, date(s), and a list of exact services performed, within 30 days from the end of the monthly billing period.

Invoices shall be sent to PTP Management by one of the following methods: 1) email to [ap@ptpmanagement.com](mailto:ap@ptpmanagement.com); or 2) mail to Cook Inlet Housing Authority, c/o PTP Management Inc. 300 East Fireweed Lane, Anchorage, Alaska 99501.

## PREFERENCE STATEMENT

The work to be performed under this contract is subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e(b)). In accordance with 25 U.S.C. 450e(b) and 24 CFR 1000.52, CIHA requires that to the greatest extent feasible; (i) preferences and opportunities for training and employment shall be given to American Indians/Alaska Natives (AIAN); and (ii) preferences in the award of contracts and subcontracts shall be given to AIAN owned economic enterprises.

The Contractor shall include this Indian Preference Statement, in its entirety, in every subcontract in connection with the awarded contract, and shall, at the direction of CIHA, take appropriate action pursuant to the subcontract upon a finding by the recipient or HUD that the subcontractor has violated 25 U.S.C. 450e(b).5307.

Preference will be given to AIAN, Small-, Minority- and Women-owned businesses. AIAN, Small-Minority- and Women-owned businesses are encouraged to submit proposals.

## PREFERENCE FACTOR

AIAN, Small-, Minority- and Women-owned preference in contracting is applicable to this Request for Proposal (RFP) and any contractor/firm/vendor stating a preference must submit a signed HUD 5369-A Certification Form (Attachment A) with their submitted bid to qualify for a preference; ownership must be a minimum of 51% and be active in the day- to-day control and operation of the business. CIHA shall reserve fifteen percent (15%) of the total of available rating points for

qualified AIAN-owned organizations or economic enterprises and ten percent (10%) for Small-, Minority- and Women-owned businesses.

The prospective contractor must provide, to the greatest extent feasible, preference in employment and training opportunities created as a result of a contract awarded as a result of the RFP.

## **INDEMNITY AND INSURANCE REQUIREMENTS**

### **Indemnification**

- A. To the fullest extent permitted by law, Contractor shall release, defend, indemnify and hold Cook Inlet Housing Authority (CIHA), its subsidiaries, directors, officers, agents, officials, employees and consultants (collectively, "Indemnified Parties") harmless from and against all claims or loss, including without limitation any and all demands, suits, expenses, damages, fines, charges, liens, actions or liability of any nature, kind or character whatsoever, and including without limitation, claims or loss resulting from injury, death, economic loss, violation of statutes, ordinances, constitutions or other laws, rules or regulations, contractual claims, attorneys' fees, costs or expenses or any other kind of loss (collectively, "claims or loss"), related to, resulting from or arising directly or indirectly out of the activities of Contractor, the performance, failure of performance or breach of any term of this Contract by Contractor, or by any person or entity employed by Contractor in the performance of this Contract, regardless of whether such claim or loss is caused in part by Indemnified Parties.
- B. Contractor's responsibility for defense and indemnification extends to and includes any claim or loss alleging acts or omissions by Indemnified Parties that are said to have contributed to the claim or loss. However, Contractor shall not be required to indemnify an Indemnified Party for any claim or loss that results from the sole negligence or willful misconduct of the Indemnified Party.
- C. In any and all claims against the Indemnified Parties by any employee of Contractor, anyone directly employed by Contractor or anyone for whose acts the Contractor may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Contractor under workers' compensation acts, disability benefit acts or other employee benefit acts.
- D. Contractor agrees that as part of any subcontract, its subcontractor shall provide assurance of defense and indemnity in CIHA's favor that are identical in scope as those assumed by Contractor under the terms of this Contract.
- E. The requirement of any insurance required of Contractor under this Contract shall not limit Contractor's indemnification responsibilities under this section in any way.

### **Insurance**

- A. Without limiting the Contractor's indemnification responsibilities, it is agreed that Contractor shall purchase, at its own expense, and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Such policies shall be primary to any policies held by CIHA.
- B. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Contractor's policy contains higher limits, CIHA shall be entitled to coverage to

the extent of such higher limits. Certificates of Insurance must be furnished to the Manager of Procurement prior to fully executing the Contract, and as a condition of payment, Contractor shall purchase and maintain insurance that will protect it from the claims arising out of its operations under the Contract, whether the operations are by Contractor, or any of its consultants or subcontractors or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. This includes Worker's Compensation Insurance, Employer's Liability Insurance, Comprehensive General Liability Insurance and Automobile Liability Insurance.

- C. Contractor's insurance shall name Cook Inlet Housing Authority (CIHA) as additional insured, except for Worker's Compensation. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under Alaska Statutes Title 21.
- D. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this Contract and shall be grounds for termination of the Contractor's services. All insurance companies obligated under the following described policies must have a best rating of "A - VII" or better as identified in the A.M. Best Insurance Rating Guide, most recent edition.

#### **Minimum Limits of Liability**

Contractor shall maintain with a company satisfactory to CIHA at least the limits of liability set forth below. The requirements of this section shall not limit Contractor's indemnification responsibilities as provided in the Contract.

- A. Worker's Compensation and Employers' Liability: The Contractor shall provide and maintain, for all employees engaged in work under this Contract, coverage as required by AS 23.30.045; and, where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. This policy must waive subrogation against Cook Inlet Housing Authority (CIHA).
  - 1. Worker's Compensation – Statutory limits
  - 2. Employer's Liability - \$1,000,000 Each Accident, \$1,000,000 Disease - Each Employee; \$1,000,000 Disease - Policy Limits
- B. Commercial General Liability Insurance: Covering all business premises used by and operations conducted by the Contractor in the performance of services under this Contract with minimum coverage limits of \$1,000,000 combined single limit per occurrence. This policy must waive subrogation against Cook Inlet Housing Authority (CIHA).
  - 1. \$1,000,000 Each Occurrence
  - 2. \$2,000,000 General Aggregate
  - 3. \$2,000,000 Products/Completed Operations Aggregate
  - 4. \$1,000,000 Personal and Advertising Injury
  - 5. \$50,000 Fire Damage Legal Liability (any one fire)
  - 6. \$5,000 Medical Expense (any one person)
- C. Commercial Automobile Liability Insurance: Covering all vehicles, owned, hired or non-owned, used by the Contractor in the performance of services under this Contract with minimum coverage limits of \$1,000,000 combined single limit of bodily and property damage. This policy must waive subrogation against Cook Inlet Housing Authority (CIHA).



### **Cancellation, Renewal and Modification**

Contractor shall maintain in effect all insurance coverages required under the Contract at Contractor's sole expense and with insurance companies acceptable to CIHA. All policies shall contain a provision that coverage will not be modified, cancelled or not renewed until at least thirty (30) days prior written notice has been given to CIHA. Certificates of insurance showing required coverage to be in force pursuant to this Section shall be filed with CIHA prior to commencement of the Work. In the event Contractor fails to obtain or maintain insurance coverage required under the Contract, CIHA may purchase such coverage as desired for CIHA's benefit and charge the expense to Contractor or terminate the Contract for default.

### **Continuation of Coverage**

If any of the required liability insurance is on a claims made basis, "tail" coverage will be required at the completion of this contract for twelve (12) months, or the maximum time period reasonably available in the marketplace. Contractor shall furnish certification of "tail" coverage as described or continuous "claims made" liability coverage for twelve (12) months following Contract completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage provided its retroactive date is on or before the effective date of this Contract. If Continuous "claims made" coverage is used, Contractor shall be required to keep the coverage in effect for not less than twelve (12) months from the end of the Contract. This will be a condition of the final acceptance of work or services.

### **Certificates of Insurance**

Certificates of insurance and copies of all insurance policies and endorsements if requested by **CIHA** required by this Section 10 shall be delivered to the **Procurement Manager** prior to commencement of the Work, or as soon thereafter, as is practicable. Renewable certificates shall be delivered to the **Procurement Manager** no later than thirty (30) days subsequent to the certificate's expiration date. No contract will be signed until the certificate of insurance has been received and approved by the Procurement Manager.

If the insurance expires or is cancelled during the term of the contract, services and related payments will be suspended. Certificates shall be addressed to Cook Inlet Housing Authority, ATTN: Procurement, 3510 Spenard Road, Anchorage, Alaska 99503.

### **Subcontractors**

Contractor shall require and verify all subcontractors maintain insurance coverage subject to all of the requirements stated herein.

### **Additional Insured**

Cook Inlet Housing Authority, ATTN: Procurement, 3510 Spenard Road, Anchorage, Alaska 99503

## **GENERAL REQUIREMENTS**

The general rules and conditions which follow apply to all proposals issued by CIHA unless otherwise specified.

Request for proposal (RFP) is defined as a request for an offer, by one party to another, of terms and conditions with reference to some work or undertaking.

This document constitutes a request for proposal and is thus a solicitation for responses.

Conversely, this request for proposal is NOT a bid. Moreover, any acceptance of a proposal shall NOT result in a binding contract between CIHA and the offeror but instead will simply enable negotiations to take place which may eventually result in a detailed and refined agreement or contract between the offeror and CIHA.

Subletting of Contract: Offeror shall not assign, transfer, convey, sublet or otherwise dispose of the contract or their right, title or interest therein, or their power to execute such contract to any other person, firm or corporation without the prior written consent of CIHA, but in no case shall such consent relieve the offeror from their obligations, or change the terms of the contract.

## **RFP CONDITIONS AND PROVISIONS**

If any offeror is in doubt as to the intent or meaning of any part of this RFP, or should CIHA omit anything from this RFP which is necessary to a clear understanding of the work, or should it appear that various instructions are in conflict, the offeror should contact the CIHA Procurement representative listed on the cover page of this document by the deadline for questions.

Offerors are expected to fully inform themselves as to the conditions, requirements and specifications before submitting a proposal. The submission of a proposal by a vendor implies vendor acceptance of the terms and conditions herein, unless otherwise stated.

The format of the vendor's proposal must be consistent with the format of the specifications listed.

All participating Vendors, by their proposal submission, shall agree to comply with all of the conditions, requirements and instructions of this RFP as stated or implied herein.

Offerors shall respond with sufficient detail to facilitate the evaluation of all factors included in the Evaluation Criteria. Failure to provide required items will result in the proposal being considered non-responsive. Failure to provide sufficient information for the evaluation criteria will result in loss of points.

The offeror is responsible for all costs related to the preparation of this Proposal.

## **PROPOSAL SUBMITTAL REQUIREMENTS**

Proposals shall include the appropriate narrative and supporting materials to adequately address the scoring criteria. Provide a clear and concise (not just generic sales or contract documents) response that identifies how your solution will improve the existing LIHTC project, financial audit and tax return service experience for CIHA. Proposals not containing all of the items listed below may be determined nonresponsive by CIHA.

For consistency and to facilitate evaluation of all proposals, offerors shall include the following in their response to this RFP.

1. **Cover Page.** Proposals must be signed and include the firm name, local address, telephone number, the name of the person authorized to submit the proposal, along with the person's title and telephone number, and the name and title of the person authorized to execute a contract.
2. **Table of Contents.** Each proposal shall include a clear identification of the proposal contents by section and by page number.

3. **Executive Summary** (Limit Two Pages). Each proposal shall include an Executive Summary section indicating the respondents:
  - a. Brief understanding of the scope of the proposal,
  - b. General overview of proposed plan to provide all requested services,
  - c. A statement as to the respondent's qualifications to perform all services,
  - d. Proposed team and resources available to perform the services,
  - e. Principal contact.
4. **Statement of Qualifications and Experience.** Provide a statement as to the offeror's qualifications to perform the services and detailed resumes of the staff who would be assigned to the project. These should include experience in implementing, training, and supporting systems of a similar size and complexity. Include timing and type of job assignments and educational backgrounds.
5. **Work Proposal and Approach.** A detailed description of your understanding of the Scope of Services, Schedule, and how you propose to meet the requirements to help CIHA achieve its goals and objectives. This should include a review of the services you will provide and a detailed description of the qualifications your organization has to provide those services and how the proposed program meets or exceeds the Scope of Services.
6. **References** (Limit Two Pages). Provide three (3) references from current clients of a similar size and nature to CIHA who receive similar services. Include the company name, contact name, phone number, and a description of the services provided.
7. **Cost Proposal** (Limit Three Pages). Each cost proposal shall indicate specifically what is included in the proposed fee, plus any additional fee for service items if applicable. Provide a schedule of hourly rates for staff (partner, manager, associate) for consulting services.
9. **Addendum Acknowledgement** (if applicable).
10. **Federal Forms.**
  - a. Completed Representations and Certifications of Bidders, form HUD-5369-A (Attachment A)
  - b. Completed Lobbying Certification and Disclosure (Attachment B)
  - c. Tribally Designated Wages (Attachment C)
  - d. Exhibit Campus Map (Attachment D)

## EVALUATION PROCESS

CIHA will appoint an Evaluation Committee. The Evaluation Committee will review proposals submitted in response to this RFP. The committee may, at its discretion, decide to interview the offerors.

An evaluation committee will independently evaluate the merit of proposals received in accordance with the evaluation factors defined in the RFP. Failure of the offeror to provide any information requested in the RFP may result in disqualification of the proposal and shall be the responsibility of the offeror. The evaluation process shall be based on a 100-point scale. The proposal that accrues the highest point total shall be recommended for award subject to the best interests of CIHA. Categories have been identified for the evaluation process. Each category shall receive a point value within the specified range based on how well the proposal meets or exceeds CIHA's requirements. The following table lists the maximum points associated with each category.

Each proposal submitted stands alone and will be evaluated on its own merits in terms of meeting

CIHA's requirements and terms and conditions, pricing, and overall responsiveness to the RFP.

Contractor submission of a proposal implies contractor acceptance of the evaluation technique and contractor recognition that some subjective judgments shall be made by CIHA during assignment of points.

CIHA reserves the right to request a presentation from any contractor who submitted a proposal prior to selection. At the sole discretion of CIHA, finalists for consideration of award may be required to provide a software demonstration and oral presentation to the evaluation committee. The oral presentation may be considered in the evaluation of the offeror's proposal, and overall scores under Offeror Information may be adjusted at the discretion of the evaluation committee. If scheduled, oral presentations will be limited to a 40-minute presentation by the offeror, followed by a maximum 20-minute question and answer period. All costs associated with the oral presentation shall be the responsibility of the offeror.

All contractors who submitted a proposal will be notified in writing of the results after the scoring and subsequent due diligence is completed.

Any award as a result of this proposal shall be contingent upon the execution of an appropriate contract. This RFP and its attachments shall form the basis of the Contract Terms and Conditions. **Exceptions or deviations to this proposal must not be added to the proposal pages but must be on contractor's letterhead and accompany the proposal.** Any exceptions to the Terms and Conditions will be taken into consideration when evaluating proposals submitted. CIHA reserves the right to reject any or all of your proposed modifications.

#### SCORING CRITERIA

1)	Preference: Alaska Native/American Indian owned vendor preference (if applicable must submit HUD 5369-C) <b>15 points</b> <b>OR</b> Small/Minority/Woman Owned (if applicable must submit HUD 5369-C) Section 3 Business Concern (if applicable) <b>10 Points</b>  Maximum points shall be <b>15</b> .	<b>15</b>
2)	Statement of Qualifications and Experience  Maximum points shall be <b>20</b> .	<b>20</b>
3)	Responsiveness to scope and understanding of CIHA needs  Maximum points shall be <b>20</b> .	<b>20</b>
4)	Proposed fees: Provide pricing as described in Proposal Submittal Requirements  Maximum points shall be <b>20</b> .	<b>45</b>

**TOTAL POSSIBLE POINTS ----- 100**

#### PROTEST

A protest may be submitted according to the procedures set forth below. An offeror who wishes to appeal a Notice of Intent to Award must file a written protest within ten (10) calendar days following the date this notice is issued. If the fifth day falls on a weekend or holiday, the last day of the protest period is the first working day following the tenth day.

The protest shall be filed with in writing and include the following information:

1. The name, address, and telephone number of the protester;
2. The signature of the protester or the protester's designated representative;
3. Identification of the solicitation, contract, or grant agreement at issue;
4. A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and
5. The form of relief requested.

Protest must be mailed or hand-delivered to:

Cook Inlet Housing Authority  
Attn: Rashaad Esters, Procurement Manager  
3510 Spenard Road  
Anchorage, Alaska 99503

## **AWARD**

**Rejection of Proposals:** CIHA reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities. CIHA also reserves the right to reject the proposal of any offeror who has previously failed to perform properly or complete on time contracts of a similar nature, or a proposal from a offeror who, investigation shows, is not in a position to satisfactorily and timely perform the contract.

**Selection:** CIHA desires to enter into negotiations and ultimately reach an agreement with an Offeror who demonstrates the best combination of attributes to conduct the project, and who negotiates a project cost with CIHA that is fair and reasonable. CIHA may conduct discussions with any offeror who has submitted a proposal to determine qualifications, for further consideration. Since the initial review by CIHA will be deemed preliminary in nature, the document and process will be deemed confidential until the successful offeror is selected. CIHA is not required to accept the proposal with the lowest cost estimate.

No proposal shall be withdrawn for a period of forty-five (45) days subsequent to the deadline date for receipt of the proposals without the written consent of CIHA. In no way does this request for proposal constitute a contract, or obligate CIHA in any way.

A firm, fixed-price contract for the work will be awarded in accordance with CIHA's procurement policies to the Contractor that submits the highest rated proposal which will be graded on the scoring criteria. The awarded Contractor will be required to provide the following:

- Certificate of Insurance as defined by this RFP
- State of Alaska Business License
- Professional License (if applicable)
- IRS Form W-9

**LIST OF ATTACHMENTS**

Attachment A – Representations & Certifications of Offerors, form HUD 5369-A

Attachment B – Lobbying Certification

Attachment C – Tribally Designated Wages

Attachment D – Exhibit Campus Map

Attachment E – Sample Contract