



REQUEST FOR PROPOSALS: 2022-01
Sitnasuak Native Corporation
Office Building Renovation Project Management

April 27, 2022

Project Name or Description: Office Building Renovation Project Management

Contact Person (CP): Brittany Brown

Telephone Number of CP: 907-929-7031

Email Address of CP: bbrown1@snc.org

1. Background/Introduction

Sitnasuak Native Corporation (SNC) was incorporated under the Alaska Native Claims Settlement Act (ANCSA) as an Alaska Native Village Corporation in 1971 and is the largest of the 16 village corporations in the Bering Straits Region with over 1208 employees, and 15 active subsidiaries.

2. Project Goals and Scope of Services

SNC requests proposals from qualified individuals or companies interested in providing Project Management services for an office building renovation project in Nome, Alaska. The goal of the building renovation is to provide a high-quality culturally focused visitor and educational experience. The Project will also include the creation of a functional space for employees, visitors, and partners, with interactive and culturally relevant exhibits, and a dedicated space for virtual education. Plans also include upgrades for videoconferencing equipment and internet supplement to facilitate tribal engagement.

The award will be made to a responsive and responsible proposer based on the best value to SNC, the proposer's professional capability, and the proposal.

Tasks include but may not be limited to the following:

- Contract with an architect for design
- Contract with a construction company to renovate the space
- Project Management

- Stakeholder Engagement

The Project must be completed within approximately 32 months.

3. The proposal must address each of the following 5 topics:

- Proposer profile
- Proposer qualifications
- Project management
- Similar Project experience and references
- Cost and pricing to provide Project Management services

4. Proposal Submission and Questions

The proposal must be submitted and received by close of business May 13, 2022, via e-mail to:

Brittany Brown, Director, Marketing and Communications
Sitnasuak Native Corporation
2700 Gambell Street, Ste. 300
Anchorage, AK 99503
Email: bbrown1@snc.org
Phone: 907-929-7031

Questions may be addressed to Brittany Brown.

Submission of proposals shall constitute evidence that the proposer is free of any uncertainty with respect to conditions that would affect the execution and completion of the Project.

5. Anticipated Schedule

SNC reserves the right to review proposals, select a successful proposer and make an award at an appropriate time as determined by SNC in its sole and absolute discretion. However, proposals must remain in effect and subject to acceptance by SNC until a successful proposer has been selected.

6. Evaluation Criteria

A significant portion of the overall evaluation will focus on how well the proposal received addresses the information requested within each of the 5 topics previously identified. The selection of a successful proposer shall be made by SNC in its sole and absolute discretion and no appeal, protest or challenge to such selection will be entertained by SNC. Non-successful proposers will be notified by SNC. SNC reserves the right to review

proposals, select a successful proposer and make the selection at an appropriate time as determined by SNC in its sole and absolute discretion.

7. SNC Shareholder Cost and Pricing (Bid) Contracting Preference

SNC shall use its best efforts to contract with SNC Shareholders and Descendants for projects in which they are suitably qualified or experienced and available at the time of proposed project.

In determining who among a number of otherwise qualified proposers to hire, SNC shall utilize the following preference: a 7.5% Bid contracting preference from SNC Shareholders and Descendants.

For Bid calculation purposes, SNC shall subtract 7.5% from each Bid from any proposer that is a: (i) business owned by a SNC Shareholder or Descendant; (ii) a SNC Shareholder; and/or (iii) a SNC Shareholder Descendant, before calculating the Bid cost.

For illustration: In this example, Proposer C is the successful proposer so long as all other RFP requirements are successfully met.

| Proposer | Type of Bidder | Bid Amount | 7.5% Preference Amount | Bid After Applying Preference |
|----------|-----------------------------|------------|------------------------|-------------------------------|
| A | Non-Shareholder/ Descendant | \$10,000 | \$0 | \$10,000 |
| B | Non-Shareholder/ Descendant | \$10,250 | \$0 | \$10,250 |
| C | Shareholder/Descendant | \$10,500 | \$787.50 | \$9,712.50 |
| D | Shareholder/ Descendant | \$10,750 | \$806.25 | \$9,943.75 |

The Shareholder contracting Bid preference is only used for computation purposes to determine the winning proposer. The contract is awarded at the actual Bid amount.

If SNC receives Bids that are identical in price, experience, fitness, quality and availability, SNC shall award the contract as noted in in this RFP.

8. Confidentiality

By accepting to take part in this proposal process, the proposer agrees to keep in confidence all information furnished to the proposer in relation to the proposal process,

not to disclose it to third parties and not to use it for any other purpose than for the proposal.

This RFP will be managed with the highest degree of integrity. All proposal evaluations will be made upon materials presented by the proposer. SNC will keep each proposal within the strictest of confidence and no information will be shared with anyone outside of SNC's organization or with others involved in this RFP process.

9. Definitive Contract

This RFP does not commit SNC to award a contract. Unless and until SNC and the successful proposer execute a contract, SNC shall have no financial or other obligations to a successful proposer. SNC will not pay any costs incurred in the submission or

preparation of a proposal, or expenses incurred due to the rejection of any or all proposals, or due to a successful proposer's failure to execute a contract with SNC. SNC reserves the right to: terminate this RFP at any time and for any reason prior to awarding of a contract; reject any and all proposals; negotiate separately with any proposer; award a contract without further discussions; waive any informality, technicality or defect in this RFP and the proposal received; and select the proposal which is in the best interests of SNC