

**Request for Proposals  
for General Contractor to construct**

**SEARHC HAINES WORKFORCE  
HOUSING**

**ISSUED BY:**

**SOUTHEAST ALASKA REGIONAL  
HEALTH CONSORTIUM (SEARHC)**

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Attachment A: Modified AIA Document A104-2017 Standard Abbreviated Form of Agreement  
Between Owner and Contractor

Attachment B: Architectural Design Documents

Attachment C: Civil Documents (for reference only; not in contract)

Attachment D: Cost Proposal Form

## INSTRUCTIONS TO OFFERORS

### I. Solicitation

SEARHC is seeking proposals from firms qualified and interested in providing general contractor services for SEARHC's Haines Workforce Housing Project (hereafter referred to as "the Project"). The selected Contractor shall provide for the professional oversight and delivery of all aspects of the described construction services required to complete the Project successfully, on time and within the Project's budget. The Selected Contractor is expected to perform construction-phase and project close-out services, in accordance with the terms and conditions of Owner's Modified AIA A104-2017 Standard Abbreviated Form of Agreement Between Owner and Contractor.

### II. Submittals

To be considered, Offerors must deliver submittals to the email address below, on or before the deadline, and in the number of copies indicated below. **Deadline: Proposals will be accepted until: 4:00 p.m. Alaskan Daylight Time (AKDT) on May 7, 2026.**

*Address Responses To:*

Thomas Shaffer, Director of Supply Chain  
3100 Channel Drive  
Juneau, AK 99801  
Email: tshaffer@searhc.org

*Mark Submittals as Follows:*

General Contractor Construction Proposal for SEARHC Haines Workforce Housing

*Required Number of Copies: 1*

By submitting a proposal, the Offeror represents that the Offeror has become familiar with local conditions and has correlated that knowledge with the requirements in this request for proposals (RFP). The proposal shall remain valid for at least ninety (90) days after the closing date for receipt of proposals. SEARHC may allow for changes to or the withdrawal of the proposal only if the request is made in writing and received prior to the deadline for receipt of proposals. No changes to or withdrawal of a submitted proposal is permitted after the deadline for receipt of proposals.

### III. SEARHC Background and Project Summary

SEARHC is a non-profit health care Consortium serving the health interests of the residents of Southeast Alaska. SEARHC was established in 1975 under the provisions of the Indian Self-Determination Act. The intent of this legislation was to have Indian Health Service programs and facilities turned over to tribal management. Our contracting with IHS began in 1976 when we took over management of the Community Health Aides Program. In 1982, we took over operation of the IHS Juneau clinic, now the Ethel Lund Medical Center, and took over operation of Sitka's Mt.

Edgecumbe Hospital in 1986. We are one of the oldest and largest Native-run health organizations in the nation, now serving 28 communities across Southeast Alaska. SEARHC shares the sovereign immunity of its constituent member Tribal governments, and nothing in this RFP shall be construed as a waiver of that immunity.

**Project Summary:**

SEARHC invites qualified General Contractors (Contractor) to submit proposals for Construction Services for build-out of four (4) residential duplexes. The scope of work includes all expenses required for acquisition of all needed permits and all materials, labor, and equipment to construct the new residences located on SEARHC-owned property in Haines, Alaska. The successful Contractor will be required to submit proof of business licensure, contractor licensure, insurance, and tax certification as noted in the RFP.

The RFP does not commit SEARHC to award a contract or pay any of the costs incurred in preparing and submitting proposals in anticipation of a contract. SEARHC reserves the right to waive irregularities and accept or reject any or all proposals.

**IV. Schedule**

Interested Offerors are requested to give careful consideration to their workload and capability of meeting Project schedules. Subject to the requirements and constraints outlined in the paragraph below, SEARHC estimates the following schedule for the Project:

- |   |           |
|---|-----------|
| 1. Request for Proposal (RFP) issued      | 4/08/2026 |
| 2. Deadline for Questions                 | 4/29/2026 |
| 3. Written responses to RFP due to SEARHC | 5/07/2026 |
| 4. Final Selection and Notification       | 5/21/2026 |
| 5. Construction Services Contract Award   | 6/04/2026 |

**V. Questions and Clarifications**

Questions regarding this RFP must be directed in writing to Thom Shaffer at [tshaffer@searhc.org](mailto:tshaffer@searhc.org) at **no later than 4/29/2026, at 4:00 PM AKDT** so answers may be published and distributed to all Offerors. All emails must identify the RFP title in the subject line, include the contact information for the person submitting the question, and indicate the relevant RFP, Plan Page, or Specification Division section number. Questions will only be answered in writing. Revisions to this RFP shall only be made through formal written addenda that will be made available to all interested Offerors. Oral and other interpretations or clarifications will be without legal effect. It is the Offeror's responsibility to ensure they are on SEARHC's list to receive all addenda.

Offerors must read the RFP thoroughly. Any ambiguity, conflict, discrepancy, omission, or other errors in this RFP must be reported in writing. Any changes or corrections to the RFP will be made only by written addendum issued by SEARHC. Failure to report ambiguities, conflicts,

discrepancies, omissions, or other errors in a timely manner prior to submission of the proposals will result in waiver of those issues.

## **VI. Type of Agreement**

Within fourteen (14) calendar days after the Notice of Intent to Award is issued, it is expected that the Selected Contractor will sign SEARHC's revised A104-2017 Standard Abbreviated Form of Agreement Between Owner and Contractor, which is included with the RFP information as Attachment A. Offerors are expected to carefully review SEARHC's Standard Form of Agreement and advise SEARHC in their proposal if any of the terms or conditions of the Standard Form of Agreement are objectionable. If any provisions are objectionable, the Offeror must provide in redline format alternative terms and conditions which are acceptable to it, along with the reasons for the proposed changes. These pages will not count against the proposal page limit. SEARHC reserves the right to reject any proposal that fails to indicate that the Offeror is willing to execute SEARHC's Standard Form of Agreement or fails to propose alternative terms and conditions that are acceptable to SEARHC.

## **VII. Scope of Services**

The work included in this RFP consists of permitting and construction of the structure-only of four duplex residential houses. The site work, utilities, and mass excavation will be performed by other contractors under separate agreements. The work in this Scope of Services will begin with excavation for the footings. Three duplexes are approximately 1,550 square feet and the fourth duplex is 2,210 square feet. Each of the duplex units includes the following:

- 1 Bedroom (smaller units) / 2 Bedrooms (larger unit)
- Kitchen
- Living Room
- 1 Bathroom (smaller units) / 2 bathrooms (larger unit)
- Support Spaces
- Either Shed Roof or Pitched Roof Form
- Common Breezeway
- Entry
- Utility Room

Additionally, each proposal shall anticipate and allow for the required coordination with the:

- SEARHC's retained furniture vendor.

SEARHC expects the selected Offeror to furnish all labor, materials, equipment, supervision, permitting fees, and other resources necessary to construct the new SEARHC residences within the Project budget, with due care and a commitment to quality craftsmanship, and occupancy no later than 9/1/2027.

## **VIII. Insurance, Certifications, and Other Requirements**

**Insurance:** If Offeror is selected, Offeror must agree to maintain the level of insurance coverage specified in the Agreement throughout construction of the Project.

- Worker’s Compensation at statutory limits.
- Commercial General Liability \$1,000,000.00 each occurrence, \$2,000,000.00 general aggregate \$2,000,000.00 products / completed operations.
- Automobile Liability \$1,000,000.00 Combined Single Limit, each accident.
- Contractual Liability \$1,000,000.00 each occurrence, \$2,000,000.00 aggregate.
- Professional Liability Insurance for \$1,000,000.00 each occurrence, \$2,000,000.00 per claim / aggregate.
- Builder’s risk insurance to cover the total value of the entire Project on a replacement cost basis.
- Excess Liability-Umbrella Form Coverage \$1,000,000 each accident / disease each employee / disease policy limit
- Pollution \$1,000,000 each occurrence, \$2,000,000 Per Occurrence /Aggregate

## **IX. Selection Process**

Proposals will be evaluated based on the following criteria. Each criterion will be rated between zero and a maximum score of 100 points, as follows:

### **Capability to Perform – 35 Points**

- Provide a history of the firm, technical qualifications, and areas of expertise & length of time in business.
- Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services specified.
- Provide a concise narrative which addresses the firm’s approach to delivering the Scope of Services. Addressing how management of the following will be addressed: Design / Constructability, Build, Logistics, Schedule Control, Risk Management, Safety, and FF&E Coordination, and Project Closeout will be addressed.
- Include proposed project team including:
  - Project Manager
  - Superintendent
  - Mechanical Subcontractor
  - Electrical Subcontractor
  - Plumbing Subcontractor
  - Framing subcontractor
- Detail the firm’s expertise and experience in the same or similar projects and scale executed by the firm that demonstrates relevant experience in residential construction in Haines, AK.
- Provide a list of clients for whom you have performed similar work in the past five years. Include the name, address, and phone number of a person who can be contacted regarding the firm's performance on each project. Work shall have been executed by same personnel proposed for this project.

- Provide a list of clients for whom proposed major Subcontractors have performed similar work in the past five years. Include the name, address, and phone number of a person who can be contacted regarding the firm's performance on each project.

**Schedule – 30 Points**

- Provide a schedule and proposed timeline for delivery of the project. Schedule should assume receiving NTP 6/4/2026, and highlight any milestone events, including Substantial and Final Completion.

**Budget – 30 Points**

- Price as indicated in the Quote Sheet in Attachment C.

**Alaska Native/American Indian Preference – 5 Points**

- **Native Ownership:** Describe the nature of any American Indian/Alaska Native ownership of the Offeror’s firm, including whether the principal American Indian/Alaska Native principal owns or controls at least 51% of the business. If the principal owner is not American Indian/Alaska Native, describe the extent of active professional and para-professional participation by American Indians and/or Alaska Natives in your home office or regular core crew members.

**TOTAL POSSIBLE SCORE: 100 POINTS MAXIMUM**

These criteria are intended to describe the qualities SEARHC is looking for in the selected Contractor but are not intended to constrain SEARHC’s discretion in selecting the firm it determines will provide the best overall value to SEARHC in carrying out the Project.

**X. Proposal Content and Format**

Proposals should be limited to eight (8) pages not inclusive of cover letter, resumes, pricing sheet, or Schedule. Proposals shall include a cover letter including:

- Statement that the signing individual has the authority to bind the Offeror to the proposal.
- Name and contact information of the individual who is authorized to make representations and commitments for the Offeror.
- Confirmation that all addenda have been received and considered.
- Statement that Offeror agrees to the contract terms and conditions identified in Attachment A of this RFP or explains that it has provided specific redline edits to SEARHC’s Modified AIA Document A104-2017 Standard Abbreviated Form of Agreement Between Owner and Contractor sufficient to allow it to execute the Agreement without further negotiation.

**XI. Additional Contractor Requirements**

1. The general contractor shall employ a full-time, on-site superintendent to manage all construction activities.

2. The on-site superintendent will be responsible for the coordination between, and quality control of the work of all trades.
3. The general contractor on a weekly basis shall submit representative photos of the work completed. Specifically, but not limited to; partition framing, electrical and data rough-in, mechanical rough-in, insulation and finishes.
4. The successful Contractor shall provide performance and payment bonds, each in an amount equal to the contract sum.

## **XII. Other**

Offerors should be aware that the Project information presented in this document is preliminary. Descriptions of the Project and proposed schedule are subject to refinement and change to meet the ongoing needs of the Project.

The issuance of this RFP, the submission of a response by any firm, and the acceptance of such response do not obligate SEARHC in any manner, prior to the award and execution of an Agreement to the Contractor selected as a result of the RFP process. SEARHC is not liable for any costs incurred by any Offerors, including the selected firm. All proposal preparation costs shall be the sole responsibility of the Offerors.

SEARHC reserves the right to waive any formalities in the selection process and may make its selection based on any factors deemed to serve its own best interest. This includes the right to reject any or all proposals and the right to proceed utilizing a different procurement process.

SEARHC may require, seek, and use all information it deems appropriate to assess the qualifications of individual Offerors. Unless otherwise specified by Offeror in writing, all proposal information submitted in response to this RFP shall be considered public information and may, at SEARHC's sole discretion, be released to the public at the conclusion of the procurement process, except for the rate information submitted in response to the pricing criteria. Any other information related to pricing or capacity that Offerors consider confidential or proprietary must be clearly identified in writing, as part of the Proposal response.