

**Request for Proposals  
for Site Contractor for the**

**Haines Workforce Housing, Jones Point  
Road, and Medical Center Site Preparation  
Project**

**ISSUED BY:**

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

**Date Issued: April 15, 2026**

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Attachment A: AIA A101-2017 Standard Form of Agreement Between Owner and Contractor, A201-2017 General Conditions, and A101-2017 Exhibit A Insurance and Bonds

Attachment B: Site Drawings and Specifications

Attachment C: Unit Pricing and Contract Sum Cost Proposal Form

## INSTRUCTIONS TO OFFERORS

### I. Solicitation

SEARHC is seeking site contractors qualified and interested in providing site preparation services to aid in SEARHC's development of the Haines Medical Campus and 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 SEARHC's A101-2017 Standard Form of Agreement between Owner and Contractor and related contract documents.

### 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 13, 2026.**

*Address Responses To:*

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

*Mark Submittals as Follows:*

Site Contractor Agreement Proposal for SEARHC Haines Workforce Housing, Jones Point Road, and Medical Center Site Preparation Project.

*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. 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 is seeking a site work contractor to complete the site work to prepare their property for a future medical campus and work force housing on their 10-acre site on Jones Point Road in Haines, AK. The campus will include a 64,000 square foot (sf) clinic and hospital building and 4 duplex houses. The construction of the clinic building and houses will be under separate contracts.

The work under this contract will consist of the utility work, road work, housing site work, and mass excavation for the new clinic building. The scope of work is identified in attachment B – Drawings and Specifications. The awarded contractor is expected to obtain all required permits to perform the work, coordinate with SEARHC's other contractors working on the site, and provide close out procedures outlined in the specification manual included in Attachment B section 017700.

The RFP does not require 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:

Request for Proposal (RFP) issued	4/15/26
Deadline to Submit Names/Titles for On-Site Meeting	4/22/26
Mandatory On-Site Pre-Bid Meeting	4/27/26
Deadline for Offeror Questions	4/29/26
Addenda Responses to Offeror Questions Published	5/06/26
Written responses to RFP due to SEARHC	5/13/26
Final Selection and Notification	5/27/26
Construction Services Contract Award	6/10/26

**V. Pre-Proposal Meeting**

A conference will be held on **Monday, April 27, 2026, at 10:00am at 330 Union Street, Haines, AK**. The purpose of this meeting is to review the Project plans, contract requirements and specifications, and evaluate the Project site conditions firsthand. Attendance by all prospective bidders is **mandatory**. Vendors planning to attend this pre-proposal conference

should contact Thom Shaffer at tshaffer@searhc.org **no later than April 22, 2026**, with the names and titles of the individuals who will attend.

## **VI. Questions and Clarifications**

Questions regarding this RFP must be directed in writing to Thom Shaffer, at tshaffer@searhc.org **no later than April 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 that relates to the Offeror's question or request for clarification. 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.

## **VII. 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 Modified A101-2017 Standard Form of Agreement Between Owner and Builder Contractor, and related Contract Documents, which are included with the RFP information as Attachment A. Offerors are expected to carefully review SEARHC's Standard Form of Agreement, A201-2017 General Conditions and the Insurance and Bonding Exhibit A and advise SEARHC in their proposal if any terms and conditions in the Contract Documents are objectionable. If any provisions are objectionable, the Offeror must provide in redline format alternative terms and conditions which are acceptable side comments explaining 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.

## **VIII. Scope of Services**

The Project site is situated on Lot 10 on Jones Point Road and lots 5 & 6 off W. Fair Drive. Lot 10 Jones Point Road is a 10-Acre parcel and approximately 6-acres will be used for the new medical facility and parking area. Lots 5 & 6 W. Fair Drive have a combined area of 1.55 acres and will be used for secondary access, routing of a redundant domestic water line, a freestanding facility shop, covered fleet parking and the Emergency Generators system that supports the full scope of the clinic and hospital. SEARHC is actively working with civil engineers to vacate property lines on Lots 5 and 6 and replace as one Lot including Lot 10. This work is being completed under a separate contract and is not included in the scope of work for this Project. The

scope of work under this contract will include Jones Point Road Improvements, Haines Workforce Housing, and Haines Medical Center Site Preparation.

The scope of work at Jones Point Road Improvements will include improving the existing road from a privately owned gravel road to a Borough owned, paved road. This will include underground utilities, storm water mitigation, curbing, paving, and sidewalks. Additionally, the connection from Jones Point Road to the Haines Highway must meet all Alaska Department of Transportation and Public Facilities (ADOT&PF) requirements. Traffic impact study, Design and permitting for the Jones Point Road and Haines Highway intersection will be completed under a separate contract and are not included in this scope of work.

The Haines Workforce Housing scope of work includes mass excavation and backfill, underground utilities, storm water conveyance, roadway construction including asphalt and concrete paving, and building pad preparation within 6" to bottom of slab. All underground utilities will be located within five (5) feet of the building foundation for the four duplexes, and an additional stub out will be installed for future houses to be constructed at a later date.

Haines Medical Center Site Preparations scope of work includes mass excavation and backfill and compaction. Mass grade will be twelve (12) inches below final grade and six (6) inches below deepest footing under the future building location. Underground utilities will be installed within five (5) feet of the future building foundation.

The lot 10 site is currently partially cleared, and clearing efforts will resume in spring 2026 (under a separate contract). The selected contractor will assume responsibility for site work once the early site package is complete. The successful Offeror shall begin work as soon as possible after the Agreement is awarded.

The selected contractor is expected to furnish all labor, materials, equipment, supervision, permitting fees, and other resources necessary to complete the Project on time, within SEARHC's budget for the Project, and with due care and a commitment to quality craftsmanship.

## **IX. 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 \$2,000,000.00 each occurrence, \$4,000,000.00 general aggregate / \$4,000,000.00 products / completed operations aggregate.
- Automobile Liability \$1,000,000.00 Combined Single Limit, Each accident. Auto: \$1M or \$2M CSL, Each accident
- Contractual Liability \$1,000,000.00 each occurrence, \$2,000,000.00 aggregate.
- Builder's risk insurance to cover the total value of the entire Project on a replacement cost basis.
- Excess Liability-Umbrella Form Coverage \$20,000,000.00 per occurrence, \$40,000,000.00 aggregate

- Pollution \$2,000,000.00 each occurrence, \$5,000,000.00 Per Occurrence /Aggregate.

## **X. 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 providing the services specified.
- Provide a concise narrative which addresses the firm's approach to delivering the Scope of Services. Address how management, Logistics, Schedule Control, Risk Management, Safety, and Project Closeout services will be addressed.
- Include resumes of proposed Project team including:
  - Project Manager
  - Superintendent/Foreman
  - Scheduler
  - Quality Control Officer
  - Safety Officer
- Detail the firm's expertise and experience in the same or similar large scale civil (~\$10M+) rural (preferably Southeast Alaska with limited infrastructure) construction projects within the last 10 years. Detail firm assets including crew, equipment, waste sites, rock sources and asphalt/concrete plants, that can be used as dedicated resources for this Project to ensure timely completion.
- Provide a list of clients for whom you have performed similar work in the past five (5) 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 the successful delivery of the Project. Schedule should assume that the Agreement will be awarded no later than June 10, 2026, and highlight all Project milestone events, including the Substantial and Final Completion dates.
- The schedule should indicate how your firm will coordinate work with the other contractors working on the site.

### **Budget – 30 Points**

- Unit and Contract Sum Pricing - as indicated in the Cost Proposal Form 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.

**XI. Proposal Content and Format**

Proposals should be limited to 20 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 the SEARHC's Modified Standard Form of Agreement between Owner and Builder sufficient to allow it to execute the Agreement without further negotiation.

**XII. Additional Contractor Requirements**

1. The selected contractor employs 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 contractor shall submit daily reports containing the minimum information: site weather conditions, crew count by trade with a description of work performed and hours worked, equipment onsite, safety and incident reporting, and on a weekly basis shall submit representative photos of the work completed.
4. The successful contractor shall provide performance and payment bonds, each in an amount equal to the Contract Sum.

### **XIII. 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.