

**RFP No. 2024 – 01**

**REQUEST FOR PROPOSALS  
to provide**

**HBMS SERVICES**

**for the  
NSGA DORMITORIES HAZARDOUS BUILDING MATERIALS SURVEY**

**RELEASE DATE:** July 19, 2024

**DUE DATE:** August, 23 2024

**POSTED BY:**

The Aleut Corporation  
4000 Old Seward Highway, Suite 300  
Anchorage, Alaska 99503  
aleutcorp.com



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## 1.0 BACKGROUND

The Aleut Corporation (“Aleut”) seeks proposals from qualified firms for planning, execution, and reporting on hazardous building materials surveys (“HBMS”). To be eligible for consideration, the proposing firm must be capable of providing the services described herein and must meet all other criteria outlined in this Request for Proposal (“RFP”).

Adak Island is located in Alaska’s Western Aleutian Islands and is bound by the North Pacific Ocean to the south and the Bering Sea to the north (51°53’0” N, at longitude 176°38’46” W). The city of Adak is the most western and southern city in Alaska that is located 1,200 air miles west-southwest of Anchorage, 450 miles from the nearest port at Dutch Harbor, and 650 miles from the nearest jet capable landing strip. Aleut entered into a land exchange agreement in 2002 with the U.S. Department of Navy and the U.S. Department of Interior which resulted in the conveyance of 47,150 acres of the former Adak Naval Complex property located on the island.

U.S. forces-built facilities on Adak Island during World War II to support efforts to retake the far western Aleutian Islands of Attu and Kiska after they were invaded and occupied by the Japanese in 1942 and to guard against a possible counter-offensive. After Japan surrendered in 1945, the military rapidly began leaving the island and left behind vast remnants of base infrastructure. This includes barrack and base housing containing hazardous materials, a large metal disposal and scrap yard, fuel-soaked lands, and numerous drums suspected of containing hazardous substances.

## 2.0 PROCESS INFORMATION

All RFP documents, including the selection requirements and selection schedule, will be available at the office of Aleut (located at 4000 Old Seward Highway, Suite 300, Anchorage, Alaska 99503) starting on **June 20, 2024**. For questions regarding this project, please contact **Sarah Dushkin**, Grants Manager at **(907) 273-3415** or **sdushkin@aleutcorp.com**. Proposals, including previous experience, project approach, references, and statements of qualifications must be received by **5:00 PM** (Alaska Time) on **August 23, 2024**. Proposals shall be sent to the following address:

The Aleut Corporation  
Attn: **Sarah Dushkin**  
4000 Old Seward Highway, Suite 300  
Anchorage, Alaska 99503

**NOTE:** Submittals must be received by the Aleut office by the specified time.

Aleut will enter into an agreement with the successful firm. Aleut reserves the right to reject any or all proposals, or to waive any formality or technicality in any proposal, if doing so is in the interest of Aleut.

### 3.0 DESCRIPTION OF WORK

This scope provides a summary of the work to be performed by an HBMS firm for Aleut in support of their Brownfields grant program on Adak Island, Alaska. Specific tasks covered under this scope of work include planning for, execution of, and reporting on HBMS activities at NSGA dormitories (A-D) located on Adak Island. The HBMS firm will provide all materials, equipment, and labor necessary to complete this work. The tasks to be included in this effort are described in further detail below:

- **HBMS Work Plan:** The HBMS firm will author a work plan for Aleut and the Environmental Protection Agency (“EPA”) approval that describes the procedures and methods to be used during HBMS activities. Pre-draft, draft, and final versions will be submitted for review, comment, and approval. The work plan should include sampling methods and procedures, types and estimated number of samples to be collected, field documentation procedures, health and safety considerations and plans, inspector certifications, and all other pertinent information required for a HBMS work plan.
- **HBMS Field Activities:** The HBMS activities will be completed in one mobilization to Adak Island before fall of 2024. HBMS activities will be conducted at the NSGA dormitories and will include the collection and analysis of asbestos sample, lead paint screening/sampling, and any other relevant sampling; identification and quantification of any other hazardous materials in the buildings; and thorough field documentation (including photographs and field notes, etc.).

The work will be conducted in dorms (A-D) in the NSGA area. This includes a total of 8 buildings that are roughly about 88,000 square feet combined.

- **HBMS Reporting:** The HBMS firm will author reports for Aleut and the EPA’s review and approval that describe the work methods and procedures, analytical sample collection, analytical sample results, maps and figures indicating sample locations as well as locations of assumed hazardous building materials based on sample results and field observations, a photograph log, and a results and conclusion section that describes recommended abatement and/or building revitalization activities. Assume one report will be generated for each building type. Pre-draft, draft, and final versions will be submitted for review, comment, and approval.

All equipment, materials, supplies, food, fuel, and services to perform the scope of work will be the sole responsibility of the HBMS firm, at the HBMS firm’s sole expense.

## 4.0 PROCUREMENT PROCESS

### 4.1 Request for Proposal Documents

The RFP documents consist of all the documents listed in the Table of Contents and all said documents are incorporated in this RFP by reference.

Please provide the following:

1. Statement of Qualifications (**Appendix A**)
2. Technical approach to complete the Scope of Work (**Appendix B**)
3. Proposed project schedule (**Appendix C**)
4. Detailed cost proposal (**Appendix D**) to include:
  - a. Hourly labor rates for each position/labor category by Task (Planning, Field Work, and Reporting)
  - b. Travel (lodging, food, transportation, etc.)
  - c. Equipment, materials, supplies, etc.
  - d. Any other costs associated with the completion of this Scope of Work

### 4.2 Availability of Requests for Proposals

The RFP will be open to all qualified proposers and is available free of charge.

### 4.3 Contact Information

Except as authorized by Aleut, communications during the selection process shall be in writing directed to **Sarah Dushkin**, The Aleut Corporation, 4000 Old Seward Highway, Suite 300, Anchorage, Alaska 99503 or [sdushkin@aleutcorp.com](mailto:sdushkin@aleutcorp.com).

To maintain fair and equitable treatment, proposers shall not contact or offer gifts or gratuities to owners, users, or selection committee members to influence the selection process or in a manner that gives the appearance of influencing the selection process. This prohibition applies after the RFP is issued, and as the project is developed and extends through the award of contract. Failure to comply with this requirement may result in disqualification in the selection process. Proposers should be aware that selection committee members will be required to certify that they have not been contacted by any of the proposers to influence the selection process.

### 4.4 Requests for Information

All requests for information regarding this project shall be in writing and directed to: The Aleut Corporation, **Attn: Sarah Dushkin**, 4000 Old Seward Highway, Suite 300, Anchorage, Alaska 99503, Email: [sdushkin@aleutcorp.com](mailto:sdushkin@aleutcorp.com).

### 4.5 Project Schedule

The fieldwork will occur during the summer/fall of 2024 with reports completed by spring of 2025. The HBMS activities will be completed in one mobilization to Adak Island before fall of 2024.

#### **4.6 Insurance**

The proposer shall provide insurance as required in Section 4.19.

#### **4.7 Submittal Due Dates and Times**

All complete proposals must be delivered to and received by Aleut by the date and time indicated in Section 2.0 above. Proposals received after the specified time will not be accepted. Please allow adequate time for delivery. If using a courier service, the proposer is responsible for ensuring the delivery will be made directly to the required location.

#### **4.8 Addenda**

All responses to questions and requests for clarification will be in writing and issued as addenda to the RFP. Any addenda issued prior to the submittal deadline shall become part of the RFP, and any information required shall be included in the proposal.

#### **4.9 Minimum Qualifications**

The proposer should possess, at a minimum, current AHERA Building Inspector and Lead Inspector Certifications.

#### **4.10 Proposals**

The proposer shall provide Aleut with five (5) hard copies of its proposal, in addition to an electronic PDF copy on a USB drive. The proposal shall be limited to thirty (30) pages. The proposal shall include all the information that the proposer wants the selection committee to consider in making its selection. At a minimum, the proposal should include the experience and qualifications of the proposer. It should include information on similar projects that have been completed by the proposer and the project team individuals. When listing similar projects, include information to indicate the dates, who client worked for at the time, and what the responsibility of the individuals were on the project. Include the experience and special qualifications of the team that are applicable to this project and/or are part of the project-specific selection criteria.

#### **4.11 Time**

The Proposer will include a schedule for completing the work, including any items required by Aleut. A completion date prior to that shown in the RFP schedule is requested, but not mandatory. It is anticipated that a contract and Notice of Selection will be given to the selected proposer for signature; the actual Notice to Proceed will be based on how quickly the proposer returns the signed contract as well as the resolution of any issues that may arise in the RFP process. The actual completion date will be based on the proposer's proposed schedule and the date the proposer received the contract for signature. All plans, schedules, and the cost proposals are required to reflect the project time. Non-compliance with the schedule will not result in automatic disqualification; it will be evaluated by the selection committee in determining the final selection. Of particular interest and concern are the management team and the ability to deliver the project within the proposed time. Proposers will need to demonstrate the method of delivery and the competence of the individuals who will manage its successful completion.

#### **4.12 Selection Committee**

The selection committee will be composed of three (3) personnel deemed appropriate by Aleut.

#### **4.13 Interviews**

Interviews may be conducted with a short-listed group of HBMS firms at the discretion of Aleut. This evaluation will be made using the selection criteria noted below. The purpose of the interview will be to allow the proposer to present its qualifications, past performance, project approach, cost containment strategies, schedule, and general plan for the HBMS planning proposal. If interviews are held, the method of presentation will be at the discretion of the proposer, and the interviews will be held on the date and at the place specified by Aleut. Aleut reserves the right to select a HBMS firm without the interview process.

#### **4.14 Selection Criteria for HBMS Firm**

The following criteria will be used in ranking each of the proposers. The criteria are not listed in any priority order. The selection committee will consider all criteria in performing a comprehensive evaluation of the proposal.

**A. Statement of Qualifications (20 points):** The selection committee shall evaluate the depth and experience of the HBMS firm, and the proposal as it relates to this project in the size, complexity, quality, and duration.

**B. Alaskan Experience (20 points):** Based on the statements of qualifications, the selection committee shall evaluate the experience and relevance of the HBMS firm conducting similar work in Alaska.

**C. Project Understanding and Approach (40 points):** Based on the information provided, the selection committee shall evaluate how each team has planned the project and determine how to complete the work in the time frame presented. The selection committee will also evaluate the degree to which risks to the success of the project have been identified and a reasonable solution has been presented.

**D. Cost (20 points):** The fee proposal will be considered with all other criteria to determine the best value for the project. **Submit the Detailed Cost Proposal (see Appendix D) and detailed work breakdown structure in a separate, sealed envelope.**

#### **4.15 Award of Agreement**

The award of the HBMS Services Agreement shall be in accordance with the criteria set forth in the RFP. Aleut intends to enter into an agreement with the selected proposer to develop a work plan, report, and conduct field activities, as outlined in this RFP.

#### **4.16 Withdrawal of Proposals**

A proposer may request, in writing, to withdraw its proposal. Aleut must receive any withdrawal requests prior to issuing its Notice of Selection.

#### **4.17 Right to Reject Proposals**

Aleut reserves the right to reject any or all proposals.

#### **4.18 Disclosure of Proposal**

Certain information in submitted proposals may be open for public inspection. If the proposer desires to have information contained in its proposal protected from such disclosure, the proposer may request such treatment by providing a “written claim of business confidentiality and a concise statement of reasons supporting the claim of business confidentiality” with the proposal. All material contained in and/or submitted with the proposal becomes the property of Aleut and may be returned only at Aleut’s option.

#### **4.19 Insurance Requirements**

The Proposer shall procure and maintain the following minimum insurance:

##### COMMERCIAL GENERAL LIABILITY:

Coverage shall be at least as broad as ISO form number CG 00 01 (Edition 12 04)

Limits: \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per occurrence  
\$2,000,000 Combined Single Limit for Bodily Injury and Property Damage Aggregate

General liability insurance shall be maintained in effect until final acceptance of the completed construction and, for products liability and completed operations liability, at least two years thereafter.

If the general liability insurance is written on a claims-made form, the Proposer shall provide insurance for a period of five years after final payment of this agreement. The policy(s) shall evidence a retroactive date, no later than the effective date of this contract.

If the Proposer utilizes a subcontractor(s) to perform any part of the work under this contract, the general liability insurance shall not contain any endorsements that exclude the work of the subcontractor(s).

##### AUTOMOBILE LIABILITY:

Coverage shall be written on a form equivalent to ISO form number CA 00 01 (Edition 10 01) covering Automobile Liability, written as a symbol 1 “any auto”.

Limits: \$1,000,000 Combined Single Limit per accident for bodily injury and property damage.

##### WORKERS’ COMPENSATION AND EMPLOYERS’ LIABILITY:

Limits: Workers’ Compensation – Statutory coverage in the state work is being performed.

Employers’ Liability: Bodily Injury By Accident - \$1,000,000 each accident;  
Bodily Injury By Disease - \$1,000,000 each employee;



Bodily Injury By Disease - \$1,000,000 policy limit;

Policy will be endorsed with a Waiver of Subrogation in favor of The Aleut Corporation.

EXCESS LIABILITY OR UMBRELLA:

Limit: \$4,000,000 each occurrence

Excess liability insurance shall be maintained in effect until final acceptance of the completed construction and, for products liability and completed operations liability, at least five years thereafter.

In order to meet the required minimum limits of insurance it is permissible for the Proposer to combine an excess liability or umbrella policy with the general liability, auto liability or employers' liability.

PROFESSIONAL LIABILITY

For work that has a professional liability exposure (i.e. engineering, consulting work, design-build work, etc.) the Proposer will carry Professional Liability coverage on a form acceptable to The Aleut Corporation.

Limit: \$5,000,000 Per Occurrence

If the professional liability policy is written on a claims-made form, the Proposer shall provide insurance for a period of five years after final payment of this agreement. The policy(s) shall evidence a retroactive date, no later than the effective date of this contract.

POLLUTION LIABILITY / TIME ELEMENT (SUDDEN & ACCIDENTAL):

For work that has a pollution liability exposure the Proposer will carry Pollution Liability coverage on a form acceptable to The Aleut Corporation:

Limit: \$2,000,000 Per Occurrence

If the pollution liability policy is written on a claims-made form, the Proposer shall provide insurance for a period of five years after final payment of this agreement. The policy(s) shall evidence a retroactive date, no later than the effective date of this contract.

OTHER INSURANCE PROVISIONS:

Deductibles and Self-Insured Retentions:

Prior to work commencing any large deductible or self-insured retention must be declared and approved by The Aleut Corporation. Proposer may be requested to demonstrate how the deductible or self-insured retention will be funded in the event of a claim. At the option of The Aleut Corporation, the Proposer shall reduce or eliminate such deductibles or self-insured retention as respects The Aleut Corporation, its officers, officials, employees and volunteers.

## HBMS Services

### For Commercial General Liability, Automobile Liability and Excess Liability:

The Aleut Corporation, its affiliates, its officers, officials, employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the Proposer; products and completed operations of the Proposer, premises owned, occupied or used by the Proposer, or automobiles owned, leased, hired or borrowed by the Proposer. The coverage shall contain no special limitation on the scope of protection afforded to The Aleut Corporation, its officers, officials, employees and volunteers.

The Proposer's insurance coverage shall be primary insurance as respects to The Aleut Corporation, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by The Aleut Corporation, its officers, officials, employees and volunteers shall be excess of the Proposer's insurance and shall not contribute to it.

The Proposer's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

Each insurance policy required by this agreement shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after 30 days prior written notice for nonpayment of premium or fraud on the part of the Contractor or 60 days prior written notice for any other reason by certified mail, return receipt requested, has been given to the Project Manager.

### Acceptability of Insurers

Insurance is to be placed with insurers with a Best's rating of no less than A- VII.

### Verification of Coverage:

Proposer shall furnish The Aleut Corporation with approved certificates of insurance and with certified copies of all endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be on forms which meet industry standard. All certificates are to be received and approved by The Aleut Corporation before the contract is processed. The Aleut Corporation reserves the right to require complete, certified copies of all required insurance policies, at any time.

### Subcontractors:

Proposer shall furnish separate certificates and endorsements for each subcontractor. All insurance coverage for subcontractors shall be subject to all requirements stated herein.

HBMS Services

**APPENDIX A:**  
Statement of Qualifications

HBMS Services

**APPENDIX B:**  
Technical Approach

HBMS Services

**APPENDIX C:**  
Proposed Project Schedule

HBMS Services

**APPENDIX D:**  
Fee Proposal Form

FEE PROPOSAL FORM

NAME OF PROPOSER \_\_\_\_\_ DATE \_\_\_\_\_

The Aleut Corporation  
4000 Old Seward highway, Suite 300  
Anchorage, Alaska 99503

The undersigned, responsive to The Aleut Corporation's RFP No. 2024-01 Request for Proposals to provide HBMS Services for NSGA Dormitories for the Brownfields Community Wide Assessment grant, proposes fees at the prices stated below. These listed fees and costs are to cover all expenses incurred in performing the services as outlined in our proposal of which this proposal is a part:

- A. Hourly Rates: For work performed in addition to or outside the original project scope. Show on separate sheet of paper for all relative positions.
- B. B. Lump Sum Price: To provide all the services as described in the RFP.