

# **REQUEST FOR PROPOSAL**

## **Teacher Housing Rehabilitation Project**

**Issued on:** February 20, 2026

**Bid due date:** March 6, 2026 by COB (4pm AKST)

**CLASSIFICATION:** Teacher Housing Rehabilitation Request for Proposal

### **Terms & Conditions**

This request implies no obligation on the part of the buyer. All bids submitted must remain valid for a period of 60 days (unless otherwise specified). The Galena City School District (“School District or GCSD”) reserves the right to negotiate the terms and conditions of any contract entered into as a result of accepting any bid submitted by the successful bidder(s).

The Galena City School District is not responsible for any costs to the bidders for preparation of this bid.

One or more addenda to the Request for Proposal (RFP) may be issued by the School District after the RFP process is opened. A copy of any addendum issued by the School District must be signed by the bidder and submitted along with its bid. While the School District will make reasonable efforts to notify bidders of any addenda, it is the sole responsibility of the bidder to verify whether any addenda/attachment has been issued. Bidders should check the School District website to ascertain if any addenda have been issued.

Any interested party may obtain a copy of the RFP from the School District website at <https://www.galenaalaska.org/procurement/>.

To be considered for award, the bid must be received by via email no later than 4:00 P.M., Alaska Time, March 6, 2026.

Submit bid to Dr. Jason Johnson, GCSD Superintendent, via email at the following email address:

**[jason.johnson@galenanet.com](mailto:jason.johnson@galenanet.com)**

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### **SECTION 1 – INTRODUCTION**

The purpose of this Request for Proposal (RFP) is to invite qualified contractors to submit proposals for the comprehensive rehabilitation of an existing single-family teacher housing unit located in Galena, Alaska. This project is funded in part by the Alaska Housing Finance Corporation (AHFC) Rural Professional Housing (RPH) Grant Program and is part of the Galena Collaborative Housing Project for Educators and Service Providers.

### **SECTION 2 – PROJECT BACKGROUND**

The subject property is an existing single-family home of approximately 900 square feet, featuring one bedroom and a loft area, located at the corner of Antoski Road and Loudon Drive (Lot 27B, Block 7, Alexander Lake TWN, Galena, AK 99741). The structure has developed critical deficiencies in its roof system, building envelope, and overall energy efficiency that must be addressed to provide safe, comfortable housing suitable for Alaska’s extreme climate conditions.

This project is supported through a tri-party Memorandum of Agreement (MOA) between GCSD, the Loudon Tribe, and the City of Galena addressing teacher housing needs in the community.

**NOTICE:** This project is funded in part by an AHFC Rural Professional Housing Grant, with GCSD providing the required match. GCSD has received notification of award from AHFC; however, the formal grant agreement has not yet been executed. Any contract resulting from this RFP shall be contingent upon execution of the formal AHFC grant agreement. GCSD reserves the right to cancel this RFP or any resulting contract if the formal grant agreement is not executed. No costs incurred by the contractor prior to formal grant agreement execution and contract execution shall be the responsibility of GCSD.

### **SECTION 3 – SCOPE OF WORK**

The selected contractor will be responsible for the comprehensive rehabilitation of the existing teacher housing unit as described below. The total project budget shall not exceed \$338,250.

#### **A. Roof Rehabilitation**

- Removal and disposal of existing metal roofing and fiberglass insulation
- Inspection of structural rafters with treatment or replacement of existing lumber as necessary
- Installation of new fiberglass insulation, rigid foam board (air barrier and additional R-value), 2”x4” ventilation cavity, plywood, and new metal roofing
- Installation of associated gable/eave flashing to create a properly ventilated “cold roof” system

#### **B. Building Envelope Improvements**

- Exposure and inspection of existing wall and floor construction; treatment or replacement of structural

components as necessary

- Installation of rigid foam board to the exterior side of structural components
- Installation of adequate vapor barriers on exterior walls and floor
- Finishing trim and exterior cladding as appropriate

### **C. Living Space Addition**

- Construction of a 12' x 12' (144 square foot) addition on the south-facing wall
- Addition must meet all applicable building codes and safety requirements
- Post-renovation total square footage shall be approximately 1,044 square feet

### **D. Window Replacement**

- Replacement of all existing windows with high-efficiency triple-pane units designed for Arctic conditions
- All associated sill and trim work

### **E. AHFC Program Requirements**

- The selected contractor must hold a valid Alaska Contractor Residential Endorsement as required by the AHFC Rural Professional Housing Grant Program
- All work must comply with Building Energy Efficiency Standards (BEES) as determined through the AkWarm energy rating method. A PUR-101 (BEES) inspection will be required upon project completion by a qualified, independent inspector who is not a member of the construction team
- The contractor must address any hazardous materials (including but not limited to asbestos, lead-based paint) encountered during rehabilitation in accordance with Alaska Department of Environmental Conservation (DEC) regulations
- Contractor Fee and Overhead shall not exceed 10% of rehabilitation costs, per AHFC RPH Program requirements. Contractor Contingency shall not exceed 10% of hard construction costs. General Requirements shall not exceed 10% of rehabilitation costs

### **F. General Requirements**

- The contractor is responsible for all travel, meals, and lodging. GCSD may assist with housing arrangements if available
- The contractor shall bring or arrange for all required tools and equipment
- All materials must be shipped to Galena by the contractor.
  - Note: Galena is accessible primarily by air and barge; materials should be delivered to the Nenana barge landing for barge transport or shipped by air freight
- Materials must be ordered no later than April 1, 2026, to ensure timely barge delivery
- Provide GCSD with all device operation and maintenance manuals upon project completion
- Provide GCSD with all product datasheets and warranty documentation upon project completion

### **G. Project Timeline**

- Contractor Selection: March 16, 2026
- Working Drawings/Specifications Complete: April 1, 2026
- Materials Ordered: April 1, 2026
- Construction/Rehabilitation to Begin: May 1, 2026
- Construction Complete: September 1, 2026
- PUR-101 (BEES) Inspection: September 1, 2026
- Tenant Occupancy: October 1, 2026

## **Section 4 – SELECTION CRITERIA**

Proposals will be evaluated based on the following criteria, with points awarded out of 100 total:

<b>Evaluation Criteria</b>	<b>Points</b>	<b>Score</b>
1. Contractor Experience and Licensure	25	
2. Arctic Construction and Energy Efficiency Expertise	20	
3. Project Approach and Timeline	20	
4. Cost Effectiveness	20	
5. Record of Past Performance	15	
<b>Total</b>	<b>100</b>	

### **1. Contractor Experience and Licensure (25 points)**

- Valid Alaska Contractor Registration and Residential Endorsement
- Demonstrated experience with residential rehabilitation projects
- Appropriate licensure for all trades involved (general, plumbing, electrical)

### **2. Arctic Construction and Energy Efficiency Expertise (20 points)**

- Demonstrated experience with construction or rehabilitation projects in rural Alaska or comparable Arctic/subarctic environments
- Knowledge of cold-climate building science, including vapor barriers, insulation strategies, and cold-roof systems
- Experience working with BEES standards and AkWarm energy rating methodology
- Understanding of logistics challenges unique to remote Alaska communities (barge shipping, limited material availability)

### **3. Project Approach and Timeline (20 points)**

- Comprehensive rehabilitation methodology and work plan
- Realistic construction schedule demonstrating ability to meet the September 1, 2026, completion deadline
- Materials procurement and shipping plan for Galena
- Quality control measures and safety considerations
- Strategy for addressing unforeseen conditions in existing structure

### **4. Cost Effectiveness (20 points)**

- Overall project cost within the \$338,250 total budget
- Detailed cost breakdown by scope component (roof, envelope, addition, windows)
- Clarity of pricing structure (labor rates, material markup, freight)
- Compliance with AHFC fee and overhead limitations
- Warranty and maintenance provisions

### **5. Record of Past Performance (15 points)**

- Description of comparable project(s) completed, including project scope, budget, and timeline
- Evidence of projects completed on time and within budget
- Record of compliance with prior grant-funded project requirements, if applicable

GCSD reserves the right to request additional information or clarification from contractors during the evaluation process.

## **Section 5 – ATTACHMENTS**

No Attachments

## **Section 6 – COMPLIANCE**

The selected contractor will be required to adhere to all applicable State of Alaska and Federal laws and regulations, including but not limited to:

- Alaska Housing Finance Corporation (AHFC) Rural Professional Housing Grant Program Policies and Procedures
- Alaska Department of Labor and Workforce Development contractor registration requirements
- State of Alaska AS 08.18 Construction Contractors, including Residential Endorsement requirements
- 15 AAC 154.030 construction and thermal standards
- Building Energy Efficiency Standards (BEES) as administered by AHFC
- Alaska Department of Environmental Conservation regulations regarding hazardous materials
- Americans with Disabilities Act (ADA) requirements as applicable
- Galena City School District board policies

The selected contractor must not be presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federally or state-assisted programs. Contractors must verify they are not listed on the Excluded Parties List System (EPLS).

The Galena City School District is committed to providing access to our electronic information, including our websites, for individuals with disabilities in accordance with all applicable State and Federal laws. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 require us to ensure that anyone with disabilities seeking information or services from us have access to and use of information and data that is comparable to the access and use by any other members of the public who are not individuals with disabilities. The School District's website accessibility standards can be found at <https://www.galenaalaska.org/>.

## **Section 7 – QUESTIONS**

Please direct all questions to:

- **Kaitlin Applegate**, GCSD Grant Administrator, via e-mail: [kaitlin.applegate@galenanet.com](mailto:kaitlin.applegate@galenanet.com)

Please Cc:

- **Dr. Jason Johnson**, GCSD Superintendent, via e-mail: [jason.johnson@galenanet.com](mailto:jason.johnson@galenanet.com)

All correspondence must be in writing to ensure the integrity of our procurement process and for record keeping. Questions initiated during the procurement process may also result in addendum items being expanded beyond the initial posting. It is the sole responsibility of any interested contractor to verify whether any addenda/attachment has been issued or updated.

## **Section 8 – SUBMISSION**

To be considered for award, the proposal must be received via email no later than 4:00 P.M., Alaska Time, March 6, 2026.

Submit proposals to Dr. Jason Johnson, GCSD Superintendent, via email at:

**jason.johnson@galenanet.com**

**Proposals must include the following:**

1. Completed Proposal Transmittal Form (attached)
2. Proof of Alaska Contractor Registration and Residential Endorsement
3. Detailed cost proposal with breakdown by scope component
4. Project work plan and construction schedule
5. Description of relevant experience and qualifications
6. Evidence of current insurance coverage (general liability and workers' compensation)
7. Materials procurement and shipping plan for delivery to Galena

**The following PROPOSAL TRANSMITTAL FORM must be completed and returned with the proposal.**

**PROPOSAL TRANSMITTAL FORM**

BUSINESS NAME

MAILING ADDRESS
CITY / STATE / ZIP

PHYSICAL BUSINESS ADDRESS
CITY / STATE / ZIP

CONTACT PERSON FOR THIS PROPOSAL

TELEPHONE

FAX NUMBER

E-MAIL ADDRESS

ALASKA BUSINESS LICENSE #

FEDERAL TAX ID #

**CERTIFICATION:** I certify that I am a duly authorized representative of the business listed above and that the information and materials enclosed with this proposal accurately represent the capabilities of the business to provide the services as indicated in compliance with the requirements of the RFP.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_ **PRINTED TITLE:** \_\_\_\_\_