REQUEST FOR PROPOSAL

Architectural/Engineering Services

Issued on: September 6, 2026
Bid due date: September 29, 2026, by 2:00 P.M. AKST

CLASSIFICATION: Architectural/Engineering Services 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.

The RFP protest period is for 10 days after announcing the intent to award.

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, limited to 28 pages and in PDF format, must be received by via email no later than 2:00 P.M., AKST, September 29, 2026.

Submit bid to Jim Merriner, GCSD Director of Administrative Projects, via email at the following email address: jim.merriner@gcsdk12.org

Cc Dr. Jason Johnson, GCSD Superintendent, at the following email address: jason.johnson@gcsdk12.org

Table of Contents

Terms and Conditions ..... Page 1
Section 1: Introduction..... Page 2
Section 2: Scope of Work ..... Page 2
Section 3: Selection Criteria ..... Page 2
Section 4: Attachments..... Page 2
Section 5: Compliance ..... Page 3
Section 6: Questions..... Page 3
Section 7: Submission…. ..... Page 3

SECTION 1 – INTRODUCTION

The Galena City School District (GCSD) seeks proposals for architectural/engineering services for a period of up to five years. GCSD expects to award a one-year contract renewable on a year-to-year basis for up to a total of five years.

SECTION 2 – SCOPE OF WORK

The work includes, but is not necessarily limited to, condition surveys, designs, and cost estimates to support CIP major maintenance grant applications to the Alaska Department of Education and Early Development, design and construction contract administration services for projects that may subsequently be funded, and architectural/engineering consulting services as may be required. The successful proposer must have professional liability insurance and provide proof of such insurance prior to the execution of the contract.

Section 3 – SELECTION CRITERIA

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

1. Experience within the past ten years in providing similar services in Alaska, with emphasis on experience in rural interior Alaska, especially in areas with subarctic climate conditions – 60%;
2. Qualified staff – 25%;
3. Ability to perform beginning on or about November 1, 2026 – 15%.

Proposals must include at least three references and must clearly indicate the firm's contact person and the person's telephone number and email address.

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

Section 4 – ATTACHMENTS

None at initial posting

Section 5 – COMPLIANCE

The selected vendor, contractor, installer will be required to adhere to all Alaska Department of Education and Early Development (DEED), State of Alaska, and Federal laws and regulations as applicable, including, but not limited to FERPA, COPPA, CIPA, CIPA-2, HIPAA, ADA and the Galena City School District board policy.

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. This requirement extends to any and all web-based services, applications, or other technology that is acquired, contracted or otherwise made available by the School District, to its students, staff and/or community members. Responders to this solicitation shall be equally responsible and contractually bound to ensure their product and service offerings are accessible pursuant to the aforementioned laws. The School District's website accessibility standards can be found here: https://www.galenaalaska.org/.

Section 6 – QUESTIONS

Please direct all questions to Jim Merriner, GCSD Director of Administrative Projects: via email at the following email address:
jim.merriner@gcsdk12.org

All correspondence is required to be made in writing to ensure the integrity of our bidding process and for recording purposes. Questions initiated during the bid process may also result in addendum items being expanded beyond the initial posting. It is the sole responsibility of the bidder to verify whether any addenda/attachment has been issued or updated.

Section 7 – SUBMISSION

To be considered for award, the bid, limited to 28 pages and in PDF format, must be received by via email no later than 2:00 P.M., AKST, September 29, 2026.

Submit bid to Jim Merriner, GCSD Director of Administrative Projects, via email at the following email address:
jim.merriner@gcsdk12.org

Cc Dr. Jason Johnson, GCSD Superintendent, at the following email address:
jason.johnson@gcsdk12.org

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

PROPOSAL TRANSMITTAL FORM

BUSINESS NAME

MAILIING 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:** _____