

REQUEST FOR PROPOSALS  
ARCHITECTURAL/ENGINEERING SERVICES

Craig City School District  
PO Box 800  
Craig, AK 99921

The Craig City School District (“District”) requests written proposals for architectural/engineering services for a period of up to five years. 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 District expects to award a one-year contract renewable on a year-to-year basis for up to a total of five years.

Evaluative criteria are as follows:

1. Company Profile – Provide an overview of your company including a brief description of your company’s history, ownership structure, financial stability, philosophy/culture, and approximate number of employees –30%
2. Experience within the past ten years in providing similar services in Alaska, with emphasis on experience in southeast Alaska, especially in areas with maritime climate conditions -- 30%
3. Qualified staff - Please include a brief biography of the team members who would support CCSD. Who will be the day-to-day contacts for CCSD? -- 20%
4. References – Provide at least three references for companies with similar size, complexity, and characteristics of CCSD. Include reference contact person, phone number and email address – 10%
5. Ability to perform beginning on or about January 15, 2024 -- 10%

Proposals, limited to 28 pages, must be submitted in PDF format via email to be received no later than 4:00 PM, October 20, 2023, at the office of Chris Reitan, Superintendent, Craig City School District, [creitan@craigschools.com](mailto:creitan@craigschools.com).

The District reserves the right to reject any and all proposals and to waive any irregularities or informalities. There are no expressed or implied obligations for the District to reimburse responding firms for any expenses incurred in preparing and submitting proposals in response to this request. An evaluation committee (Committee) will evaluate the proposals in accordance with its competitive selection process. The Committee will evaluate the proposals on the basis of the guidelines set forth in this RFP and present its findings and recommendation to the CCSD School Board, who will make a final selection and award.

THIS ADVERTISEMENT CONSTITUTES THE ENTIRE REQUEST FOR PROPOSALS. DO NOT CONTACT THE SCHOOL DISTRICT FOR THE RFP. NO ADDENDA ARE ANTICIPATED. HOWEVER, IN THE EVENT THAT ADDENDA ARE ISSUED, FIRMS MAY RECEIVE THEM BY EMAILING A NOTICE OF “INTENT TO PROPOSE” TO CHRIS REITAN AT THE EMAIL ADDRESS ABOVE INCLUDING THE FIRM’S CONTACT PERSON AND THE PERSON’S PHONE NUMBER AND EMAIL ADDRESS.

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