Request for Quote (RFQ)
Essential Service Building pre-development with concept plan

Purpose
The Association of Village Council Presidents (AVCP) invites the submission of responses to this RFQ from qualified contractors interested in providing services for pre-development, including a concept floor plan for a new administrative office facility located in Bethel, Alaska.

Background
AVCP owns and operates out of 6 aging facilities on three campuses in Bethel with a total of approximately 45,000 square feet. AVCP would like to consolidate services into one energy efficient facility that will provide a safer and healthier work environment; meet current life, safety, and indoor air quality, local, state, and federal standards; be easier and more efficient for clients to access services out of one building; and streamline AVCP services while minimizing operating and maintenance costs.

Scope of Work
AVCP is seeking quotes for pre-development, including updating space requirements, evaluating site options, prepare concept plan, construction cost estimate, operational cost estimate, and determine feasibility for an administrative office building to accommodate approximately 200 employees. AVCP estimates that the new facility will be approximately 55,000 square feet. Most of the space will be for administrative offices with basic needs such as conference rooms and storage. Part of the facility will include space for a museum. The Museum will be used as a repository for art, artifacts, photos, cassette tapes, videos, films, transcribed interviews, letters and documents. The Museum needs to be an archive able to both preserve items and make them accessible so people can use them.

AVCP owns two properties in Bethel where the new facility could be located. AVCP would like an assessment of both options for the location of the new facility. The assessment should include size of each location, footprint of building, parking, and access to water and sewer.

Criteria
The criteria used to evaluate the RFQ responses will include, but will not be limited to the following:
1. General Qualifications of Firm: Experience with pre-development and design in rural Alaska along with any other relevant experience.

2. Contractor’s Experience on Similar Projects: Closely related project experience of the firm and the individuals who would be assigned to the Project. Include individuals’ credentials, overall experience, experience with the firm, etc. Any notation of working in remote Alaska areas will be advantageous.

3. Available Resources to Complete Project: Analytical, design tools, personnel, resources, best practices, or methodologies commonly used by the firm that may be applicable to the Project.

4. Responsiveness to the RFQ: Any documents submitted such as examples from similar projects of concept plans, space planning and drafting concepts, anticipated project timeline and other related items.

5. Professional References: Provide names and contact information for up to three (3) professional references, involving similar projects within the past seven (7) years.

**Quote Submission**

Please present your submission quotes to mchase1@avcp.org, or procurement@avcp.org no later than June 15, 2023. Submissions should include all requested information from the criteria section above along with:

1. Firm contact information and information of primary contact to perform this project.
2. Primary contact for this RFQ and their contact information.
3. Description your firm’s understanding of the project.
4. Description of how your firm will organize to perform the services.
5. Description of drafting approach and required documents needed from AVCP to fulfill this project.
6. Quote price amount with itemization of tentative labor costs and expenses.
7. Return along with a signed copy of this RFQ which acknowledges your understanding of this request.

If you have any questions before submission, please feel free to contact procurement@avcp.org

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**Company Name**

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**Date**

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**Representative’s Name**

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**Representative’s Title**

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**Representative’s Email**

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**Signature**