



**FY 2004
REQUEST FOR PROPOSALS
FOR
MULTI-USE FACILITY CONSTRUCTION,
EXPANSION, OR RENOVATION**

To be eligible to submit a full proposal, applicants must have submitted a **Letter of Interest to the Denali Commission by November 19, 2003** and received an invitation to submit a full proposal by responding to this RFP. Proposals received from otherwise eligible applicants will not be considered by the Review Panel.

To receive consideration for FY03 Multi-Use Facility funding, your proposal must be received by the Commission by 5pm, **February 20, 2004**. Send or deliver one copy of your completed proposal to:

Denali Commission
Attn: Multi-Use Facility RFP Committee
510 "L" Street
Suite 410 (Peterson Tower)
Anchorage, Alaska 99501

Additional information can be obtained from:

Rachael Petro
Phone (907) 271-1425
Fax (907) 271-1415
Toll free 1-888-480-4321
rpetro@denali.gov
www.denali.gov

OVERVIEW

At the time of issuance of this request for proposal (RFP), the Commission anticipates limited funding available for Multi-Use facilities in its FY 2004 budget. The intent of this RFP is to identify and rank projects to respond to FY04 funding appropriations to the Commission for this purpose.

Program Intent

In accord with the purpose of the Denali Commission, as established in our enabling legislation, the Multi-Use Facility RFP is designed to encourage consolidation of compatible essential community services eliminating duplication of services and increasing the efficiency with which services are delivered. Multi-Use facilities can meet a variety of needs in Alaska, and if properly conceived and designed, can enhance the delivery of vital community services and serve as the keystone of a sustainable community. A variety of uses may be consolidated into a single facility, but priority for funding under this RFP will go to uses associated with life, health and safety. A Multi-Use Facility is a facility which provides two or more uses (such as those listed below). **Facilities containing similar uses with multiple users are not considered multi-use facilities (for example: office space for multiple people or entities).**

Some examples of facilities normally associated with life, health and safety include:

- Health Clinics*
- Fire department
- VPSO (Police)
- Washeteria**
- Jail
- Assisted Care

Some examples of facilities not normally associated with life, health and safety include:

- Community halls
- Libraries
- Day Care Facilities
- Government Offices
- Store or other commercial facility
- Equipment storage facility

* The Health Care portion of Multi-Use Facilities selected for funding under this program will be governed by the rules of the Denali Commission Health Care Program including match requirements. Other multi-use services of the facility will be governed by the rules set forth herein.

** The Washeteria portion of Multi-Use Facilities selected for funding under this program will be governed by the rules of the Denali Commission Washeteria Program including match requirements. Other multi-use services of the facility will be governed by the rules set forth herein.

Funding Intent

Projects that are construction ready (with design complete and secured permits) will receive higher priority for funding (see Proposal Scoring, p. 8). Requests for Multi-Use facility funding

may not exceed \$1 million of Denali Commission funds of which up to \$25,000 may be used for design completion.

Funding may not be used for fixtures, furnishings and equipment (see Page 5 for definition). This does not preclude an applicant from utilizing other funds for design. As a part of the application, the applicant must demonstrate the means to acquire necessary fixtures, furnishings, and equipment necessary to make the finished facility fully functional. **Proposals for planning and design only will not be considered.**

The Denali Commission anticipates funding to support Alaska communities (generally under 2,500 in population) that have the need for:

- Design and construction of a new Multi-Use facility;
- Design and construction for expansion of an existing Multi-Use facility;
- Design and construction for expansion of existing facility to a Multi-Use facility; or
- Design and renovation (or repair) of an existing Multi-Use facility.

To ensure that the highest possible proportion of funds entrusted to the Denali Commission is applied to Alaskan projects, P. L. 105-77 (including the Denali Commission Act of 1998) strictly limits the amount of money available for Commission administration to no more than five percent of its budget.

To receive consideration for funding, completed applications must be received at the Denali Commission office by 5pm, February 20, 2004.

Instructions

1. Read and review RFP and Application.
2. Email or call Program Manager with questions about RFP and Application. (See page 1 or 9 for contact information)
3. Complete Application and submit full proposal. **Allow enough time for the proposal to arrive at the Denali Commission no later than 5pm, February 20, 2004.**

Requirements

Minimum Requirements for Multi-Use Facility Funding

To be considered by the Review Panel for Denali Commission Multi-Use Facility funding all applicants must, at a minimum, demonstrate the following elements with **documentation** by the RFP deadline of February 20, 2004:

1. Applicant Eligibility

Projects funded under this program are generally intended to serve communities with populations of no greater than 2,500 people. For the purposes of this RFP, the term "community" includes any community that is represented by an established tribal government, municipal government, or is an "unincorporated community" in the unorganized borough that is not incorporated as a city and in which 25 or more persons reside as a social unit and has an incorporated nonprofit entity or Native Village council.

To be eligible to submit a full proposal, applicants must have submitted a Letter of Interest to the Denali Commission by November 19, 2003 and received an invitation to

submit a full proposal by responding to this RFP. Proposals received from otherwise eligible applicants will not be considered by the Review Panel.

2. Available Funding

Requests for Multi-Use facility funding may not exceed \$1 million of Denali Commission funds of which up to \$25,000 may be used for design completion.

3. Comprehensive Community Plan

Applicants must demonstrate its proposed facility is part of a comprehensive community plan, and where applicable, must have explicit support of the municipal and tribal governments and village corporation. Priority will be given to projects demonstrating wide regional support. Support may be from any recognized regional entity such as a borough, regional non-profit, regional for-profit, ANSCA Corporation, ARDOR or other entity.

4. Project Justification – Essential Facility

Applicants must demonstrate that its Multi-Use Facility is an essential community facility for uses that are not currently being adequately met by an existing facility or facilities, and can not be fully financed as a business opportunity for the community. It must also demonstrate that the facility will not compete with any existing private entity that is or has plans to supply similar services or facility for a profit. It should also demonstrate that the size and capacity of a new or renovated facility is consistent with the community's needs.

5. Site Control

The community must provide a site for the Multi-Use facility at no cost to the Denali Commission, and must demonstrate ownership, or have a lease that is valid for at least thirty years. Ownership or lease documents must be included in the applicant's proposal as an attachment. If the site is being used as part of the local cost share match a qualified appraisal or objective evaluation of land value must be provided. **NOTE:** Access to the site as well as access to utilities should be considered and incorporated to the total project cost and timeline.

6. Cost Share Match

The community's cost share match must be secured and documented.

New Multi-Use Facility Funding:

Economically distressed communities (distressed community listing provided on web page <http://www.denali.gov>) must provide a minimum of a 10% local match and non-distressed communities must provide a minimum of 25% local match. **NOTE:** The match **may include land donated** or the **calculated cash value of the lease** of the land for the facility but **may not include equipment and furnishings, in-kind services, labor or material**. If the site is being used as part of the local cost share match a qualified appraisal, objective evaluation, including a comparative cost justification of the land's value or lease value must be provided.

Renovation of Multi-Use Facility Funding:

For renovation of Multi-Use Facilities the 10% local match of a distressed community must be in cash and at least 10% of the 25% local match from a non-distressed community must be in cash. An existing facility and land on which it sits cannot be part of the cost share match for renovation projects unless renovation requires additional land parcels.

Federal Match Funding:

Federal funds can not be used to match Denali Commission funds unless explicitly provided by law. Examples of federal funds which may be used as a cost share match are NAHSDA and ICDBG , and CDBG funds.

7. Furniture, Fixtures & Equipment

The applicant must demonstrate the means to acquire necessary equipment and furnishings necessary to make the finished facility fully functional. For the purposes of this RFP the Denali Commission Multi Use Facility awards can fund equipment which is fixed, built-in, attached, and installed equipment normally included in the construction contract.

The Denali Commission Multi Use Facility awards can not fund equipment which qualifies as minor or major moveable equipment:

Minor moveable equipment includes items having a useful life of less than 5 years. These items are of relatively small cost and size and lend themselves to on-site storage for replacement of lost or worn out equipment. Examples include linens, blankets, medical instruments, kitchenware, and janitorial equipment.

Major moveable equipment includes items having a useful life of 5 years or more. Moveable equipment does not require attachment to the building or utility service, other than provided by an electrical plug or quick disconnect fitting. Examples include chairs, beds, bassinets, desks, computers and printers, network file servers, typewriters, system furniture, refrigerators, washers, dryers, and linen carts.

8. Sustainability

The applicant must commit to sustaining the Multi-Use facility, as evidenced by a complete and realistic business plan. The community must complete and agree to implement a business plan that will assure proper service delivery and operation and maintenance of the facility and provide for renewal and replacement of equipment and facility, as necessary. A business plan template serves as the application for the multi-use facility RFP. Financial templates are also provided. The application and financial templates can be found on the website under “Programs – Other Infrastructure – Multi-Use Facilities” as part of the Multi-Use application packet. The financial template can be adapted by each community for its particular needs or the community may use its own format.

9. Investment Policy

Applicant projects must be consistent with the Denali Commission draft Investment Policy (Investment Policy provided on web page www.denali.gov). While this policy is in effect, the Commission is soliciting comments on it, and welcomes your input.

Additional Requirement for Renovation Funding

Renovation projects must meet the same requirements and conditions for new Multi-Use facility funding in addition to the following:

- 10.** The proposal must clearly demonstrate that the need for renovation is not a result of abuse of the facility or neglect. In cases where renovation is requested for a facility less than ten years old, the Denali Commission requires exceptional evidence that the project is not due to abuse or neglect.

Construction Ready Requirements

Priority will be given to construction ready projects (see Evaluation Criteria, Page 8).

Construction Ready

For the purposes of this RFP “construction ready” means the project has **site control, minimum cost share match, 100% design drawings and permits**, documentation that **project is fully funded** (with addition of Commission funding), and documentation of **sustainability** through a business plan. Additionally, projects must have a construction start no later than July 1, 2004.

General Requirements

11. Design drawings

Facility designs must be reviewed and approved by the Review Panel established by the Denali Commission. **NOTE** To be considered construction ready stamped design drawings and documentation of all secured permits must be included in the applicant’s proposal.

12. Project Management Agent

The applicant must identify a Project Management Agent that will be committed to assisting the community in completing the proposed work. The proposal must demonstrate that the Project Management Agent is capable of managing all aspects of the project, including purchasing, cost tracking and reporting, and meeting schedules and budgets.

Qualified agents may include, but are not limited to, regional health and regional non-profit corporations, city and tribal governments, or a private contractor or entity. The Denali Commission must approve all Project Management Agents, even if Agent is chosen after an award is given. Project Management Agents identified as part of a proposal selected for funding will be considered approved unless the review panel specifically states otherwise. **NOTE** Identification of a Project Management Agent, while not required to be considered ‘construction ready’, is a critical component to having a project that will go to construction by July 1, 2004.

No award funds may be expended or costs incurred until after a grant agreement between the successful applicant and the Alaska Department of Community and Economic Development (A-DCED) is in place.

Successful Applicant Requirements

Successful applicants must comply with all state and federal requirements applicable to Multi-Use Facility funds some of which are outlined below. All applicants should review these requirements to ensure they will be able to comply if selected for an award. **NOTE** These requirements and associated costs must be accounted for in an applicant’s proposal. Awards to successful applicants who can not meet these requirements within the time specified by the Denali Commission in its award letter will be revoked.

Federal Laws

The OMB Circulars and CFRs listed must be followed by all successful applicants as applicable. These requirements include compliance with:

- **Federal Labor Standards** including payment of **Davis Bacon** wages for contracted labor;
- National Environmental Policy Act (**NEPA**) and National Historic Preservation Act (**NHPA**) prior to any expenditure of funds;

- **Insurance** and **bonding** requirements;
- **Flood prone area** building requirements;
- **Procurement** requirements.

OMB Circular A-87, Cost Principles for State and Local Governments and Indian Tribal Governments (<http://www.whitehouse.gov/omb/circulars/a087/a087-all.html>)

OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (<http://www.whitehouse.gov/omb/circulars/a110/a110.html>)

OMB Circular A-122, Cost Principles for Nonprofit Organizations (<http://www.whitehouse.gov/omb/circulars/a122/a122.html>)

OMB Circular A-133, Audits of States, Local Governments and Indian Tribal Governments (<http://www.whitehouse.gov/omb/circulars/a133/a133.html>)

15 CFR 24, Uniform Admin Requirements for Grants/Cooperative Agreements to State and Local Governments (http://www.access.gpo.gov/nara/cfr/waisidx_99/15cfr24_99.html)

Expenditures

No award funds may be expended or costs incurred until after a grant agreement between the successful applicant and ADCED is in place. The secured cost share match identified by the applicant in its proposal must be spent prior to reimbursement of expenditures from a Denali Commission award.

Sovereign Immunity Waiver

Prior to the release of grant funds, all tribal entities must submit a resolution that includes a waiver of Sovereign Immunity from legal prosecution by the State for claims that may arise from utilization of the award. The resolution is project specific and must include a brief description of the project and grant award amount.

Reporting

Successful applicants will be required to submit reports to the Alaska Department of Community and Economic Development (ADCED), the grant administrator. Information requiring regular reporting includes, but is not limited to:

- Financial Reports
 - Total project funding
 - The total project expenditures for the project as of the end of the most recent quarter
- Progress Reports
 - The project schedule with milestone dates for design and construction
 - Narrative summary of the project status and accomplishments to date
- Labor Type, Residence, and Wage Reports
- Photo documentation (before, during, after)

Audits

A successful applicant must have a Federal Single Audit conducted yearly, if required, and submitted to OMB.

Signage

For all construction projects, the award recipient shall include an acknowledgement of the Government's support for the project built with funds from the Denali Commission. The Award recipient shall display a sign that:

- Has the Denali Commission logo displayed on the upper right-hand quadrant;
- States the following: “This project was financed by the Denali Commission and its partners (*list the name of the funding partners*)”;
- Shows the logo of each partner in the lower right-hand quadrant.

The cost of this sign should be budgeted into the total project cost and shall be paid out of the project funding received by the award recipient from the Denali Commission through ADCED. Final approval of signage material and placement of sign must be obtained from the Commission Project Manager.

Selection & Evaluation Process

Selection Process & Funding of Proposals

Applicants will submit a written proposal, which will be evaluated by the multi-disciplinary panel (Review Panel). The Review Panel will review the proposal and make recommendations to the Denali Commission regarding funding. The Review Panel may also recommend conditional funding. In this case, the Review Panel will also recommend a date by which the conditions should be met.

Contingent on availability of funds, proposals meeting basic requirements will be selected for funding from overall proposal scores in the order of highest score to lowest. The Denali Commission reserves the right to negotiate funding and performance levels and to assign any award contingencies deemed prudent.

Evaluation Criteria

All proposals received by the deadline will be reviewed for completeness of the Multi-Use Facility minimum requirements (see Page 4). Proposals which do not meet the minimum requirements will not be forwarded to the Review Panel for consideration. Proposals meeting the minimum requirements will be forwarded to the Review Panel for consideration and will be scored using the following system:

| Proposal Scoring | Points |
|--|---------------|
| Project Sustainability | 1-25 |
| Project ready to proceed to construction by July 1, 2004 . <i>(all permits, design, site control, etc.)</i> | 1-20 |
| At least 50% of facility devoted to basic life, health, and safety needs of the community | 1-20 |
| Applicants with cost share exceeding minimum requirements by at least 25% | 1-15 |
| Applicant clearly demonstrates that uses contemplated for facility are not provided for by existing facilities, or not adequately provided, or that significant efficiencies contributing to sustainability will be achieved by the new facility | 1-10 |
| Quality factor – can be assigned to reflect quality of overall application and exceeding minimum requirements | 0-10 |

Deadlines & Important Information

Deadline for Inquiries from Applicants

Questions, objections, or protests relating to defects, errors, omissions, or the general content of this RFP, must be made to the Denali Commission no later than close of business (5:00 pm) on **February 5, 2004**. Receipt of notice in writing prior to this deadline will permit the Denali

Commission to publish and distribute any necessary addenda to interested applicants. The Commission will respond to these questions and post the answers on our website (www.denali.gov) if necessary. If you cannot access the website, please call the numbers on the cover sheet of this RFP and ask for a written copy to be mailed and/or faxed to you.

RFP Clarification, Modification, and Rejection

The Denali Commission reserves the right to modify or otherwise alter any or all requirements in this proposal. In the event of modification, all applicants will be given an equal opportunity to modify their proposals in the specific areas affected.

Submission Deadline

The proposal and all documentation must be in the Denali Commission office by 5pm, February 20, 2004. **This means that a postmark by February 20, 2004 is not sufficient.** Proposals received after 5pm, February 20, 2004 will not be considered for funding.

Fax & Email

Fax and email proposals will not be accepted. It is the responsibility of the applicant to ensure a proposal is received by the Denali Commission by the date due.

Preparation Costs

This RFP does not in any way commit the Denali Commission to reimburse applicants for any costs related to proposal preparation or submission of this RFP. All costs incurred by applicants in the course of proposal preparation shall be the sole responsibility of the applicant. Further, this RFP does not obligate the Denali Commission to accept or contract for any services, whether expressed or implied.

Additional Terms and Conditions

The Denali Commission reserves the right to request additional information from any applicant as it deems appropriate. The Denali Commission also reserves the right to negotiate proposal changes with each successful applicant. If it chooses to do so, the Commission may rely on its professional judgment or that of the members of its selected Review Panel to present a counter proposal that, while consistent with the scope and conditions of the original RFP, would change the project originally proposed.

Addenda to the RFP

In the event it becomes necessary to revise this RFP, wholly or in part, addenda will be posted on our website (<http://www.denali.gov>). If you cannot access the website, please call the numbers on the cover sheet of this RFP and ask for a written copy to be mailed and/or faxed to you.

QUESTIONS?

Please Contact:

Rachael Petro
Multi-Use Facility Program Manager
Denali Commission
rpetro@denali.gov
907-271-1425
907-271-1415 Fax