Juneau Economic Development Council

REQUEST FOR PROPOSALS

Architectural and Engineering Services

St. Ann's Center for Integrated Care Redevelopment, Phase 1

Competitive Proposals

RFP number	JEDC-RHTP-2026-01
Issue date	November 3, 2026
Questions due	November 12, 2026, 4:00 p.m. Alaska time
Proposals due	November 23, 2026, 4:00 p.m. Alaska time
Contact	Sam Muse, Finance and Administration Director Juneau Economic Development Council 612 W. Willoughby Avenue, Juneau, AK 99801 finance@jedc.org · (907) 523-2322

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1. Introduction

The Juneau Economic Development Council (JEDC) invites qualified architecture and engineering firms to submit proposals to provide design and related professional services for Phase 1 of the redevelopment of the St. Ann's Center in downtown Juneau, Alaska.

JEDC will select a firm through competitive proposals under 2 CFR 200.320(b)(2). Each proposal will include a technical proposal and a separate price proposal. JEDC will award the contract to the responsible proposer whose proposal is most advantageous to JEDC, with price and the other factors in Section 7 considered.

The work is federally funded (CMS Rural Health Transformation Program, Assistance Listing 93.798), and the contract will include the federal requirements in Section 9.

2. Background

2.1 The project

JEDC, in partnership with The Society of St. Vincent de Paul Juneau, JAMHI Health & Wellness, REACH, Inc., and Polaris House, plans to convert the mostly vacant St. Ann's Center into an integrated care campus for aging adults and adults with complex needs from Juneau and Southeast Alaska. Over several phases the building is planned to include up to 29 senior independent living apartments, six transitional housing units, partner agency offices and staff rooms, congregate dining, program space, and space for a future geriatric clinic.

Phase 1, the subject of this RFP, covers building assessment, code analysis, design through final renovation documents, and preparation for an early abatement and start-up renovation package. A new nonprofit organization is being formed by the partners to govern and operate the building. JEDC is the contracting party and grant recipient for Phase 1.

2.2 The building

The building is owned by The Society of St. Vincent de Paul Juneau and was built in three main stages: the original building in 1933, a major addition in the 1950s, and system and enclosure upgrades in the 1970s. Earlier studies reported about 31,000 square feet; recent measurement indicates about 39,800 square feet. The firm selected will verify the area. Many building systems are past their useful life, and the building is expected to contain asbestos and PCB-containing materials.

2.3 Funding limits that affect design

Federal rules for this funding allow minor renovations and alterations within the existing building and equipment upgrades. They do **not** allow new buildings or additions, expansion of the building footprint, major structural changes such as altering foundations, exterior walls or roofs, or cosmetic upgrades. The selected firm must design within these limits and help JEDC document how proposed work fits them. JEDC will make the final determination with the State.

2.4 Information available

JEDC will make available, to the extent it has the right to share them, existing floor plans and elevations, prior building studies, the approved Phase 1 workplan, and any hazardous materials information. Requests should be made to the contact listed on the cover. An optional walk-through will be held November 10, 2026; register with the contact for the time and place.

3. Scope of Services

The selected firm will lead and coordinate a full design team, including the structural, civil, mechanical, electrical, plumbing, fire protection, hazardous materials and cost estimating disciplines needed for the project. The anticipated Phase 1 services and target timeframes are below. Final scope, sequencing and deliverables will be set in the contract.

#	Task	Target timing	Key deliverable
1	Project management and coordination: owner, partner-agency and board meetings; subconsultant coordination; schedule and budget tracking; quality control; agency reviews; pre-renovation and abatement coordination	Throughout	Monthly status reports
2	As-built documentation and base model of the existing building, including area verification	Dec 2026–Jan 2027	As-built set
3	Detailed building condition survey of structural, architectural, mechanical, electrical, plumbing, fire protection and site systems, with deficiencies, remaining useful life and repair/replacement costs	Dec 2026–Jan 2027	Condition report
4	Hazardous materials assessment (asbestos, PCBs and other regulated materials)	Dec 2026–Jan 2027	Hazmat report
5	Code study for housing and care uses: occupancy, life safety, egress, fire protection, accessibility, and licensing requirements	Dec 2026–Jan 2027	Code analysis
6	Engineering systems analysis with life-cycle costing	Dec 2026–Feb 2027	Systems narrative
7	Space needs assessment and conceptual floor plan options (typically three to five), with comparative evaluation and recommended alternative	Jan–Feb 2027	Concept options
8	Renovation phasing strategies and owner/agency review	Feb–Mar 2027	Phasing plan
9	Cost modeling at each design milestone, with contractor input once a construction manager/general contractor (CM/GC) is selected	Mar 2027 onward	Cost estimates
10	Schematic design: floor plans, elevations and system narratives for the full facility, with phasing	Apr 2027	SD set
11	Technical support for JEDC's selection of a renovation contractor (CM/GC)	Apr 2027	Evaluation support
12	Contractor workshops to refine budget and phasing	May 2027	Workshop notes
13	Design development documents for Phase 1 work elements, including a 65% peer review	May 2027	DD set
14	Early renovation documents for hazardous materials abatement and early-start permit	June 2027	Abatement package
15	Final renovation documents: 95% permit set to the City and Borough of Juneau (CBJ) and the Alaska Department of Environmental Conservation (DEC), revisions to 100% renovation documents	June 2027	CD set

3.1 Requirements that apply to all services

- **Completion deadline.** All Phase 1 services must be performed and delivered by **June 30, 2027**. Proposers must show they can meet this schedule. Work performed after that date cannot be paid with these funds. Time extensions will not be provided.
- **Accessibility.** Designs must meet the accessibility standards that apply to federally funded alterations under Section 504 of the Rehabilitation Act, as well as the ADA and local codes.
- **Phasing.** Design must allow portions of the building to come online in phases and must protect any occupied areas during renovation.
- **Ownership of documents.** JEDC will own all drawings, models, reports and other work products. The federal government will have a royalty-free license to use them. JEDC may assign them to the building owner or the new nonprofit.
- **Future phases.** If additional funding is awarded, JEDC may negotiate later design and renovation administration services with the selected firm by amendment, subject to funding, any required federal or State approvals, and agreement on a fair and reasonable price. JEDC is not obligated to do so.

4. Minimum Qualifications

To be considered, a proposer must:

1. hold an Alaska business license, with a principal-in-charge or project architect registered to practice architecture in Alaska and engineers registered in Alaska for each discipline that requires a seal;
2. carry, or be able to obtain before contract execution, the insurance listed in Section 9.4;
3. have an active registration in SAM.gov, or be able to complete one before contract execution, and not be debarred, suspended or otherwise excluded from federal programs; and
4. have no conflict of interest that cannot be resolved under Section 8.

5. Proposal Contents

Each proposal has two parts, submitted **separately**: a technical proposal (one PDF file) and a price proposal (a PDF file and the completed Excel price workbook). Price information must appear only in the price proposal.

5.1 Technical proposal

Organize the technical proposal in the order below. Items 2 through 6 may not exceed 20 pages at 11-point type or larger. Resumes, forms and the cover letter do not count toward the limit.

1. **Cover letter** signed by an officer authorized to bind the firm, naming the contact person, acknowledging any addenda, noting any exceptions to Section 9, and certifying that the proposal was prepared independently and is valid for 90 days.
2. **Firm information.** Firm name, office locations, years in business, size, ownership, Alaska business license number, and SAM.gov Unique Entity ID if registered. Identify any small, minority-owned, women-owned or veteran-owned business status.

3. **Project team.** An organization chart naming the principal-in-charge, project manager and lead for each discipline, including subconsultants. For each key person, describe their role, availability and relevant experience. Include one-page resumes in an appendix. Key personnel named in the proposal may not be changed without JEDC's approval.
4. **Relevant experience.** Up to five projects completed in the last ten years that show experience with renovation of older or historic buildings, housing for seniors or people with disabilities, health care or supportive service facilities, hazardous materials in renovation, and phased work in occupied buildings. For each, give the owner, location, size, renovation cost, services provided, dates, and the key personnel involved who are also proposed here.
5. **Understanding and approach.** Your understanding of the building, the program and the funding limits in Section 2.3; how you would approach the condition survey, code study and phasing; how you would manage cost; the main risks you see and how you would address them; and how you would communicate with and coordinate among JEDC, the building owner, the partner agencies and the new nonprofit's board, including how you would report progress.
6. **Schedule and capacity.** A schedule showing how you would complete all Phase 1 services by June 30, 2027, and your team's current workload. Note any experience with federally funded projects. Note: No project extensions will be available to complete Phase 1, due to funding restrictions.
7. **References.** Three client references (name, organization, phone and email) for projects of similar scope.
8. **Forms.** Attachments A and B, signed; a completed IRS Form W-9; and a copy of the firm's current Alaska business license.

5.2 Price proposal

Submit the price proposal on the forms in Attachment C, using the Excel price workbook JEDC provides with this RFP. The contract will be time and materials, with a not-to-exceed amount for each task (Section 9.2). The price proposal must include:

1. an **hourly rate schedule** for each labor category, for the firm and each subconsultant, with a list of the firms on the team and the tasks each will perform (Form C-2). Rates must be fully burdened (wages, benefits, overhead and profit) and will remain fixed for the term of the contract;
2. for each of the 15 tasks in Section 3, the **estimated hours by labor category and a not-to-exceed amount** equal to those hours at the proposed rates, and a total not-to-exceed amount for Tasks 1–15 (Form C-3, summarized on Form C-1);
3. estimated reimbursable expenses (travel, laboratory testing, printing and shipping), itemized in the workbook, with a not-to-exceed amount, billed at cost without markup. JEDC will pay CBJ and DEC permit and plan review fees directly; do not include them; and
4. if your team would include an elevator consultant, a separate optional not-to-exceed amount for that work on Form C-1. Phase 1 includes replacing the elevators. The optional amount will not be included in the evaluated price, and JEDC will decide whether to add it to the contract.

Prices must remain valid for 90 days. Fees may not be based on a percentage of renovation cost. On request, the proposer will provide payroll and overhead documentation supporting its hourly rates, for example if JEDC must perform a cost analysis.

6. Instructions and Procurement Schedule

6.1 Schedule

Event	Date
RFP issued	November 3, 2026
Building walk-through (optional)	November 10, 2026
Written questions due	November 12, 2026, 4:00 p.m.
Answers issued by addendum	November 17, 2026
Proposals due	November 23, 2026, 4:00 p.m.
Evaluation of proposals	November 24 – December 1, 2026
Interviews of short-listed firms (if held)	December 1-2, 2026
Selection, notice of intent to award, and start of negotiations	December 3, 2026
End of protest period (Section 10)	December 8, 2026
Target contract execution	December 9, 2026

All times are Alaska time. JEDC may change the schedule by addendum.

6.2 Submitting a proposal

Submit the technical proposal as one PDF file, and the price proposal as a second PDF file (signed Form C-1 with Forms C-2 and C-3) together with the completed price workbook in Excel format, to finance@jedc.org with "RFP JEDC-RHTP-2026-01 – A/E Services" in the subject line, by the deadline above. Name the files "[Firm] – Technical," "[Firm] – Price" and "[Firm] – Price Workbook." If the files total more than 20 MB, send them in separate emails. Late proposals will not be considered. Proposers are responsible for confirming receipt.

6.3 Questions, addenda and communication

All questions must be submitted in writing to the contact listed on the cover by the question deadline. Answers that affect the RFP will be issued by written addendum to all firms that have registered their interest with the contact. To register, email the contact with your firm name and a contact person. From the issue date until a contract is executed, proposers may not contact JEDC board members, staff other than the named contact, or the project partners about this RFP. Violation may result in disqualification.

6.4 Submission checklist

Use this checklist to confirm that the proposal is complete. A proposal missing a required item may be considered nonresponsive.

Technical proposal – one PDF file named "[Firm] – Technical" (no price information)	
☐	Cover letter signed by an officer authorized to bind the firm: contact person, addenda acknowledged, any exceptions to Section 9, independent preparation and 90-day validity (Section 5.1, item 1)
☐	Firm information, project team, relevant experience, understanding and approach, and schedule and capacity, within 20 pages (Section 5.1, items 2–6)

☐	One-page resumes for key personnel, in an appendix
☐	Three client references
☐	Attachment A, Conflict of Interest Disclosure, signed
☐	Attachment B, Federal Certifications, signed
☐	IRS Form W-9 and a copy of the firm's current Alaska business license
Price proposal – one PDF file named "[Firm] – Price" and the workbook named "[Firm] – Price Workbook"	
☐	Form C-1, Price Summary and Certification, signed, with the workbook checks reading "OK"
☐	Form C-2, Hourly Rate Schedule, including the firms on the team and the tasks each will perform
☐	Form C-3, Estimated Hours by Task and Labor Category
☐	Completed price workbook in Excel format (.xlsx), including the expense detail
Delivery	
☐	Both proposals emailed to finance@jedc.org with "RFP JEDC-RHTP-2026-01 – A/E Services" in the subject line by 4:00 p.m. Alaska time on November 23, 2026, and receipt confirmed with the contact

7. Evaluation and Selection

An evaluation committee will score each responsive proposal using the criteria and points below, which show their relative importance. The committee will score the technical proposals first, without access to price, and then open and score the price proposals.

Criterion	Maximum points
Qualifications and relevant experience of the firm and subconsultants	20
Qualifications, experience and availability of key personnel	20
Understanding of the project and proposed approach	15
Schedule and capacity to complete Phase 1 by June 30, 2027	15
Experience with federally funded projects and their requirements	5
Familiarity with Juneau and Southeast Alaska conditions (permitting, renovation contractor market, logistics)	5
Price (total not-to-exceed amount for Tasks 1–15 plus not-to-exceed reimbursables)	20
Total	100

Price scoring. The lowest total price for evaluation (Form C-1) will receive 20 points. Each other proposal will receive points in proportion: 20 × (lowest total price ÷ proposer's total price).

Rates and hours. JEDC will also review each proposal's hourly rates and hours for reasonableness. Because each not-to-exceed amount is a ceiling the firm exceeds at its own risk, JEDC may consider whether the proposed hours are realistic for the work.

Interviews and clarification. JEDC may interview the highest-scoring firms and may adjust technical scores based on what it learns. References may be checked for short-listed firms. JEDC may award based on initial proposals without discussions, so proposers should submit their best terms at the outset.

Negotiation and award. At the Executive Director's direction, JEDC may negotiate scope, schedule and price with the highest-scoring proposer, or with all proposers within a competitive range, and may request best and final offers. JEDC will award to the responsible proposer whose proposal is most advantageous, price and other factors considered. If JEDC receives only one responsive proposal, it may, with the Executive Director's written approval, treat the procurement as noncompetitive under 2 CFR 200.320(c)(5), in which case it will perform a cost analysis and negotiate profit as a separate element.

Award is subject to approval by JEDC's Board of Directors, which JEDC's procurement policy requires for contracts of $200,000 or more. Proposers will be notified of the intended award before the contract is executed.

8. Conflicts of Interest

Each proposer must disclose any relationship that could create a real or apparent conflict of interest, including any financial or other interest held by the firm, its principals, key personnel, or their immediate family members in The Society of St. Vincent de Paul Juneau, the partner agencies, the new St. Ann's nonprofit, any member of JEDC's board or staff, or any firm that may compete for renovation work on this project (Attachment A). JEDC will evaluate any disclosure under its Conflict of Interest Policy and the CMS Conflict of Interest Policy, and may disqualify a proposer if a conflict cannot be resolved. Before the contract is executed, the selected firm will sign JEDC's Annual Conflict of Interest and Confidentiality Agreement, and it will complete the conflict of interest disclosure on each task order.

9. Contract Terms

9.1 Form of contract

The selected firm will sign JEDC's professional services agreement, which will incorporate this RFP and the firm's proposal. Exceptions noted in the cover letter may be considered in evaluation.

9.2 Compensation and invoicing

1. **Contract type.** The contract will be time and materials with a ceiling price, as permitted by 2 CFR 200.318(j). JEDC has determined that no other contract type is suitable, because the scope of the design tasks depends on the findings of the condition survey, hazardous materials assessment and code study, which will not be known until early in the contract.
2. **Payment.** The firm will be paid for hours actually worked, at the fixed hourly rates in its price proposal, up to the not-to-exceed amount for each task, and for reimbursable expenses at cost up to their not-to-exceed amount. The total of these amounts is the contract ceiling. Overtime and premium time are billed at the straight-time rates on Form C-2.
3. **Ceilings.** Each not-to-exceed amount is a ceiling the firm exceeds at its own risk. JEDC will not pay for hours or expenses above a ceiling unless it has approved an increase in writing, in advance, by contract amendment. With JEDC's written approval, unused amounts may be moved between tasks without changing the contract ceiling. The firm will notify JEDC in writing when it has billed 75% of any task's not-to-exceed amount, with an estimate of the cost to complete that task.
4. **Subconsultants and additional services.** Subconsultant time is billed at the subconsultant's rates in the rate schedule, without markup. Services outside Section 3 may be added only by

written amendment, at the proposal hourly rates, with their own not-to-exceed amount. No fee will be based on a percentage of renovation cost.

5. **Notice to proceed.** No work may begin, and no costs may be incurred before the contract is executed and JEDC issues a written notice to proceed. Work will be authorized by written task orders on JEDC's task order form, each covering one or more of the tasks in Section 3 and stating its deliverables, delivery dates, projected hours and not-to-exceed amount. Task orders are approved by JEDC's Executive Director, and invoices must be billed against them.
6. **Invoices.** Invoices will be submitted monthly, by task, with a time report showing each person, labor category, date, hours and a description of the work; receipts for reimbursable expenses; and a progress report showing, for each task, the percent complete, hours and dollars billed to date, and the amount remaining. JEDC will review time records against progress and may request supporting documentation before approving an invoice. Payment will be made within 15 days of an approved invoice.
7. **Funding.** Payment depends on the availability of federal funds. JEDC may suspend or terminate the contract if funding is reduced or ended.

9.3 Federal requirements

Because the work is federally funded, the contract will include the clauses required by 2 CFR 200 (including Appendix II) and JEDC's grant agreement, and the firm must pass them down to its subconsultants. Among other things, these cover termination for cause and convenience; debarment and suspension; anti-lobbying; the ban on covered telecommunications and surveillance equipment; the Clean Air Act and Clean Water Act; domestic preference and recovered materials; outreach to small, minority-owned, women-owned and veteran-owned subconsultants; federal nondiscrimination laws; employee whistleblower notice; access to records and personnel by JEDC, the State, CMS, the HHS Inspector General and the Comptroller General; record retention; conflict of interest disclosure; confidentiality; a statement that the State of Alaska is not liable for the firm's performance; the federal funding acknowledgment on publications; certification that no gratuities or kickbacks have been offered to JEDC employees; a statement that the federal government is not a party to the contract; compliance with U.S. export control laws; and approval of changes in key personnel.

9.4 Insurance

Before the contract is executed, the selected firm must provide certificates showing at least the following coverage, with JEDC (including its directors, officers and employees) and the State of Alaska named as additional insureds on the general and auto policies:

Coverage	Minimum limits
Professional liability	$2,000,000 per claim and aggregate
Commercial general liability	$1,000,000 per occurrence / $2,000,000 aggregate
Automobile liability	$1,000,000 combined single limit
Workers' compensation	Statutory (Alaska)
Employer's liability	$1,000,000

Coverage must be primary and non-contributory to any insurance JEDC carries, and policies must give JEDC at least 30 days' written notice before cancellation or a reduction in coverage. Certificates may not limit the insurer's duty to give that notice.

9.5 Indemnification and independent contractor status

To the fullest extent permitted by law, the firm will indemnify and hold harmless JEDC, its directors, officers, employees and volunteers, and the State of Alaska, from claims, losses, damages and expenses, including reasonable attorney fees, to the extent caused by the negligent acts, errors or omissions, or willful misconduct, of the firm, its subconsultants or anyone they employ. The firm will not be required to indemnify JEDC or the State for their sole negligence.

The firm is an independent contractor, not an employee or agent of JEDC. The firm is responsible for all taxes, withholding, benefits and workers' compensation for its personnel, and will indemnify JEDC against any liability resulting from a determination by the Internal Revenue Service or the State of Alaska that the firm's personnel are JEDC employees.

9.6 Acceptance of work and assignment

1. All deliverables are subject to JEDC's review and acceptance. JEDC may direct the firm to correct work that does not meet the contract requirements, at no additional cost.
2. JEDC may withhold payment for, or recover payments made for, work it reasonably rejects, and may terminate the contract for substantial failure to perform.
3. The firm may not assign the contract, or subcontract any part of the work to a firm not named in its proposal, without JEDC's prior written consent.

10. General Conditions

1. This RFP does not commit JEDC to award a contract or to pay any costs of preparing a proposal or attending an interview.
2. JEDC may reject any or all proposals, waive minor irregularities, request clarification, or cancel this RFP if it is in JEDC's best interest.
3. Proposals become JEDC's property. They will be kept confidential during evaluation, until JEDC issues a notice of intent to award. Because the project is publicly funded, proposals may be subject to public disclosure after that. Mark any material you consider proprietary; JEDC will try to protect it to the extent the law allows.
4. Information JEDC provides to proposers, including building documents and information about the project partners, may be used only to prepare a proposal. It may not be shared or used for any other purpose without JEDC's written consent.
5. Proposers who need a disability accommodation to take part in the building walk-through, an interview or discussions should contact JEDC in advance.
6. Small businesses, minority-owned businesses, women's business enterprises and veteran-owned businesses are encouraged to respond.
7. **Protests.** A proposer may protest the solicitation or the selection by delivering a written protest to JEDC's Executive Director within three business days after the basis for the protest is known, or after notice of intent to award, whichever is earlier. The protest must state the facts and the

relief requested. The Executive Director will issue a written decision within ten business days. JEDC's decision is final. JEDC will not sign the contract while a timely protest is pending unless it finds in writing that delay would harm the project. Protests do not involve the State of Alaska or CMS except as federal rules require.

Attachment A – Conflict of Interest Disclosure

Answer for the firm, its principals and proposed key personnel (including subconsultants), and their immediate family members.

Question	Answer
1. Does anyone listed above hold a position with, work for, or have a financial interest in The Society of St. Vincent de Paul Juneau, JAMHI Health & Wellness, REACH, Polaris House, or the new St. Ann's nonprofit?	☐ Yes ☐ No
2. Does anyone listed above have a family, business or financial relationship with any JEDC board member or employee?	☐ Yes ☐ No
3. Does the firm or anyone listed above have a financial interest in, or a business relationship with, any firm that may compete for renovation, abatement or other contracts on this project?	☐ Yes ☐ No
4. Did the firm or anyone listed above help develop the requirements of this RFP?	☐ Yes ☐ No
5. Has the firm or anyone listed above given or offered any gift, favor or thing of value to a JEDC board member, employee or project partner in the past 12 months?	☐ Yes ☐ No

If you answered Yes to any question, explain on a separate page.

The firm will disclose to JEDC in writing, promptly and within no more than 30 days, any conflict that arises after this disclosure, and will comply with JEDC's Conflict of Interest Policy and the CMS Conflict of Interest Policy for the duration of any contract.

Signature	Printed name and title	Date

Attachment B – Federal Certifications

Debarment and suspension (2 CFR 180 and 2 CFR 376)

The proposer certifies that neither it nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal assistance programs or activities by any federal department or agency. The proposer will check SAM.gov before entering into any subcontract of $25,000 or more under this contract, and will notify JEDC immediately if this certification changes.

Certification regarding lobbying (31 U.S.C. 1352; 45 CFR 93)

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant or loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence any of the persons above in connection with this contract, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in all subcontracts at all tiers, and that all subcontractors certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed. Submission of this certification is a prerequisite for entering into this transaction under 31 U.S.C. 1352. Any person who fails to file the required certification is subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Covered telecommunications and video surveillance (2 CFR 200.216)

The proposer certifies that it will not provide, use, or procure under this contract any covered telecommunications equipment or services, or video surveillance equipment or services, as described in 2 CFR 200.216 and Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, including equipment or services produced or provided by Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or their subsidiaries or affiliates.

Signature	Printed name and title	Date

Attachment C – Price Proposal Forms

Complete the price proposal in the Excel workbook JEDC provides with this RFP. It contains Forms C-1 to C-3 and an expense detail tab, and it calculates each not-to-exceed amount from your hourly rates and hours. Submit the completed workbook (.xlsx), a signed PDF of Form C-1, and printouts of Forms C-2 and C-3 in the same PDF. The forms below show what the workbook contains; if you cannot use the workbook, complete these forms and attach your calculations.

Discrepancies. The hourly rates and hours govern. If an amount on the signed Form C-1 differs from hours × rates, JEDC will use the calculated amount, and the not-to-exceed amount for the task will be the lower of the two.

Form C-1. Price summary and certification

Firm name	
Address	
Contact person	
Email and phone	
SAM.gov Unique Entity ID	
Addenda received (numbers)	

#	Task (RFP Section 3)	Hours	Not-to-exceed
1	Project management and coordination		$
2	As-built documentation and base model		$
3	Building condition survey		$
4	Hazardous materials assessment		$
5	Code study		$
6	Engineering systems analysis with life-cycle costing		$
7	Space needs and conceptual floor plan options		$
8	Renovation phasing strategies		$
9	Cost modeling		$
10	Schematic design		$
11	Support for CM/GC selection		$
12	Contractor workshops		$
13	Design development documents (with 65% peer review)		$
14	Early renovation documents (abatement)		$
15	Final renovation documents (95% permit set; 100% documents)		$
	Total not-to-exceed, Tasks 1–15		**$**

Form C-1 (continued)

Reimbursable expenses (at cost, no markup)	Not-to-exceed
Travel	$
Laboratory testing	$
Printing and plotting	$
Sample shipping	$
Other (describe):	$
Total reimbursable expenses, not-to-exceed	**$**
Total price for evaluation (Tasks 1–15 plus reimbursable expenses)	**$**
Optional: elevator consultant, not-to-exceed (not included in the evaluated price)	$

Do not include City and Borough of Juneau or DEC permit and plan review fees; JEDC pays them directly.

Certification. The undersigned, who is authorized to bind the proposer, certifies that: (a) these prices were arrived at independently, without consultation, communication or agreement with any other proposer; (b) the hourly rates include all wages, benefits, overhead and profit, and cover the proposer and every subconsultant listed on Form C-2; (c) the proposer accepts the time-and-materials terms in Section 9.2, including that each not-to-exceed amount is a ceiling the proposer exceeds at its own risk; (d) the hourly rates will remain fixed for the term of the contract; and (e) these prices will remain valid for 90 days from the proposal due date.

Signature	Printed name and title	Date

Form C-2. Hourly rate schedule

Firms on the proposal team

Firm	Prime or subconsultant	Discipline(s)	Tasks (numbers)

Hourly rates (fully burdened: wages, benefits, overhead and profit; fixed for the term of the contract)

Line	Labor category	Firm	Staff name(s), if known	Hourly rate
1	Principal-in-charge			$
2	Project manager			$
3	Project architect			$
4	Structural/civil engineer			$
5	Mechanical/plumbing engineer			$
6	Electrical engineer			$
7	Fire protection/code specialist			$
8	Hazardous materials specialist			$
9	Cost estimator			$
10	CAD/BIM technician			$
11				$
12				$
13				$
14				$

Use one line for each labor category and firm you will bill. Lines 1–10 are JEDC's standard categories; use lines 11 and up for other categories or a second rate in the same category (for example, a subconsultant's mechanical engineer). The workbook has 20 lines. Overtime and premium time are billed at these straight-time rates.

Form C-3. Estimated hours by task and labor category

Each column is a rate line on Form C-2. Enter hours only; the not-to-exceed amount for each task is the hours in each column times that line's hourly rate. The workbook has 20 rate-line columns; this form shows lines 1–10.

#	Task	1	2	3	4	5	6	7	8	9	10	Total hours	Not-to-exceed
	Labor category (C-2 line)	PIC	PM	PA	S/C	M/P	E	FP	HZ	CE	CAD		
1	Project management												$
2	As-built documentation												$
3	Condition survey												$
4	Hazardous materials												$
5	Code study												$
6	Systems analysis / LCC												$
7	Concept options												$
8	Phasing strategies												$
9	Cost modeling												$
10	Schematic design												$
11	CM/GC selection support												$
12	Contractor workshops												$
13	Design development												$
14	Early renovation (abatement)												$
15	Final renovation documents												$
	Total												**$**

Abbreviations (JEDC standard categories, Form C-2 lines 1–10): PIC principal-in-charge; PM project manager; PA project architect; S/C structural/civil engineer; M/P mechanical/plumbing engineer; E electrical engineer; FP fire protection/code specialist; HZ hazardous materials specialist; CE cost estimator; CAD CAD/BIM technician.