



**Request for Proposals  
and  
Contract Requirements  
for  
Indefinite Delivery / Indefinite Quantity (IDIQ)  
Construction and Related Professional Services**

**October 2025**

**Chistochina Enterprises**

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**Section 1:  
General Information**

Chistochina Enterprises is soliciting proposals for Indefinite Delivery / Indefinite Quantity (IDIQ) construction and related professional services as described further in this Request for Proposals (RFP). Chistochina Enterprises (Owner) is a for-profit subsidiary of the Cheesh'na Tribe, a federally recognized tribe that represents Cheesh'na tribal members residing in, or from Chistochina, Alaska.

The construction and related professional services contract shall be an indefinite delivery, indefinite quantity (IDIQ) contract over a term of five years, and will be on a negotiated basis to perform the scope of work as described herein. The contract may be extended for an additional five years given approval by both the Owner and the selected Contractor.

The selection shall be based upon qualifications, and the highest rated Contractor will proceed to a contract award and negotiation phase. Once under contract, the Contractor will be issued task orders for specific scope of work to be negotiated between the Owner and the Contractor.

**1.02 Contract Features & Owner Attributes**

Overall, the Owner wants a long-term relationship with a Contractor for a variety of construction projects and related professional services. The selected Contractor shall either have on staff or a working subcontractor relationship for the following services.

- Electrical Administrator, licensed in the State of Alaska
- Mechanical Administrator, licensed in the State of Alaska
- Not required, but desired, the Contractor's professional relationship with an Architectural and Engineering (A&E) firm licensed in the State of Alaska

The Owner may issue contract task orders as small as \$10,000 or as large as \$2M.

The Owner is seeking a Contractor for the IDIQ contract with a shared risk approach to task order assignments, as outlined below.

- The Owner recognizes that travel to and from Chistochina, Alaska maybe a scheduling obstacle for some Contractors. Therefore, the Owner is open to flexible scheduling of construction services to meet the Owner's needs and yet fit into the Contractors annual or quarterly construction schedule.
- The Owner recognizes that for smaller dollar task orders there is limited value in requiring performance or payment bonds. The Owner is open to negotiating bonding requirements to address appropriate risk and cost to both the Owner and the Contractor for larger dollar task orders.
- This RFP does not require a bid bond.
- The Owner will provide various services to the selected Contractor. This includes housing at no cost, when available; a portion of an existing lay down yard in a fenced area that is under the management of the Owner at no cost; and office space at no cost that may include storage of the Contractor's tools and supplies that require interior storage out of the weather.
- In some instances the Owner is willing to purchase construction materials and provide them to the Contractor to install as Owner-furnished materials.

The Owner notes that it is a stable organization with available cash resources to pay a Contractor, upon receipt of invoices, without having to wait for grant reimbursements. If requested, the Owner will provide audits and other financial documents that demonstrate the good financial health of the Cheesh'na Tribe and its subsidiary entities.

The Owner encourages local employment, but this is not required of the Contractor.

The Owner has under contract an Owner's Representative (Mr. Joel Neimeyer, P.E.) with over three decades of rural Alaska project management and program management experience to assist on the proposed IDIQ contract with the selected Contractor.

Finally, the Owner has previously cooperated with the Alaska Village Safe Water sanitation program on a community sanitation project, the Alaska Native Tribal Health Consortium on a new clinic, and the Alaska Energy Authority for a community waste heat project, and currently with Copper River Housing Authority on a community safety building. While we have appreciated the contributions from these organizations, the

Owner desires to have a more direct working relationship with a Contractor to better maintain locally owned and operated facilities.

## **1.02 Entities Included as Part of the Contract**

The construction and related professional services to be carried out by the selected Contractor may be for the following entities.

1. Chistochina Enterprises (Owner)
2. Cheesh'na Tribe (Tribe)
3. Mount Sanford Tribal Consortium, a regional Tribal Health organization
4. Chistochina Fun Days, a non-profit organization
5. Chistochina Chapel, a religious organization
6. Copper River Housing Authority, a tribal organization and non-profit

It is expected that all construction services and related professional services will be for projects related to the six entities and will be located in, or near, Chistochina, Alaska. This RFP and resulting contract will be managed, solely, by Chistochina Enterprises.

## **1.03 Funding**

The Owner, through the Tribe, has approximately \$1.2M in available funding from the American Rescue Plan (ARP) Act that must be fully expensed by December 2026, which includes time for the Tribe to close out the grant. For all practical purposes the selected Contractor shall have to be completed with all work associated with this funding by October 2026. The ARP Act funding is dedicated to improvements to the existing community hall that will be carried out by the selected Contractor and code and condition surveys for four existing buildings. The six entities that are included in Section 1.02 are all soliciting funding for other projects, too, which the Owner anticipates will result in future task orders assigned to the selected Contractor.

## **1.04 Possible Projects**

The following is a list of existing and proposed community facilities that may require construction and related professional services in the future. Available to prospective contractors are photos of these assets that can be found at [chistochinaenterprises.com](http://chistochinaenterprises.com) on or about October 27, 2025.

- Existing community hall, believed to have been constructed in the 1980's
- Existing tribal office building, formerly the tribe's clinic, constructed in 1987 and renovated in 2021.

- Existing community wastewater system, constructed in 2013.
- Existing community washeteria with two groundwater wells, constructed in 2013.
- Existing building that was once the Chistochina school that is approximately 50 years old. The former school will be transferred to the Mt. Sanford Tribal Consortium. It is also the location of the lay-down yard that will be made available to the selected contractor at no cost. The building can be made available to the selected contractor for heated storage space and for office space.
- Existing tribal member housing, owned by tribal members or owned by the Tribe.
- Existing clinic that is managed by the Mt. Sanford Tribal Consortium, completed in 2012.
- Improvements to the grounds and vacant land owned by the Tribe and Mt. Sanford Tribal Consortium.
- Existing recycling center improvements.
- The Owner is interested in construction of a new community hall, which has been designed with a construction estimate of approximately \$5M. If this project is funded, the Owner will put it out to bid, and will not assign this via task orders to the selected Contractor. However, the Owner reserves the option to issue task orders under this IDIQ contract to the selected Contractor to complete site work improvements.
- The Tribe is currently working with the Copper River Housing Authority to construct a new emergency response facility. Once completed there may be additions to the emergency response facility and related improvements.
- In some instances, the Owner may request the selected Contractor to provide proposals for design/build projects. In general, such design/build projects will be small to modest in scale. Prospective contractors may choose to identify current working relationships with Alaska-based A&E firms, or may develop such working relationships after the selection of the preferred Contractor.
- The Owner is working on a proposed Chistochina River revetment project to address riverine erosion on tribal lands. If the revetment project is funded, the project will be put out to bid by others, most likely. The Owner may issue task orders under this IDIQ contract to the selected Contractor for some preliminary site work.

## **1.05 Proposal Submission**

**Submissions of qualifications must be received, electronically, not later than 3:00 pm (Alaska Time), November 25, 2025 (Tuesday).**

Each proposal shall be e-mailed to [gdrinkwater@chistochinaenterprises.com](mailto:gdrinkwater@chistochinaenterprises.com) and to [joel.neimeyer@gmail.com](mailto:joel.neimeyer@gmail.com)

Prospective contractors should submit questions about this RFP and/or request a call back on technical questions to Joel Neimeyer, P.E. at [joel.neimeyer@gmail.com](mailto:joel.neimeyer@gmail.com) or 907-244-2980.

The Owner is willing to provide tours of the buildings and grounds to prospective contractors on the following dates: October 29 to October 31st and November 12th to November 21st. Please contact the Owner through email at [gdrinkwater@chistochinaenterprises.com](mailto:gdrinkwater@chistochinaenterprises.com) to schedule a tour.

## **Section 2 Scope of Work**

The selected Contractor will enter into a contract agreement with the Owner to provide as-needed construction and related professional services on a task order basis, as agreed upon by the Owner and the Contractor. Task Orders will define discrete scopes of work associated with new or renovated infrastructure in support of community and residential development. Construction and related professional services may include the following.

- Civil earthwork, including buried and overhead utilities, road work and building, gravel pads, site clearing, etc.
- Mechanical, electrical and structural repairs, refurbishment and new construction for building structures (commercial and residential). This may include annual servicing of electrical and mechanical systems given the limited experience of local building maintenance staff
- Demolition of facilities and assets that have exceeded their useful life
- Sub-contracting for specialty contractors such as well drillers, etc.
- Sub-contracting for A&E services

As noted, the Owner and others, will be carrying out some construction tasks concurrent with the capital improvement tasks assigned to the selected Contractor. Depending upon circumstances, the selected Contractor may provide some construction support for these tasks, by others.

### **2.01 Tasks and Deliverables**

The Owner reserves the right to issue task orders that are not articulated in this original solicitation, but that are consistent with improvements associated with Owner's interests in construction and related professional services.

Work on each task will commence upon receipt of written notice from the Owner. The selected Contractor will provide interim progress reports on each task order. The Contractor shall be required to submit a proposed methodology for completion of the task

orders. The selected Contractor shall include the Contractor's estimate to complete the task orders, including hours, construction and professional staff assigned and other associated costs.

Specific guidance will be provided with each task order. The Owner anticipates that compensation for task orders issued under the IDIQ contract will be based upon various forms of reimbursement including, but not limited to: time and materials basis (not to exceed cap), defined scope and negotiated lump sum, unit price agreement, and construction administration for large material purchases, shipping transactions and specialty contractors.

## **2.02 Task Order No. 1**

The Owner has funding to issue a notice to proceed for Task Order No. 1 (Attachment #1). At the conclusion of Task Order No. 1 it is expected that the Owner will issue a follow-up Task Order for completion of priority construction tasks on the existing community hall. As stated previously, the funding for the community hall improvements must be fully expensed by December 31, 2026, or effectively all work has to be completed by October 2026 and invoiced by the selected Contractor to the Owner by November 2026 to allow the Owner the time to submit final grant reports to the US Treasury.

The Owner will be hiring an energy auditor to inspect the existing community hall, former school, the church and the community washeteria. The auditor's final report will be provided to the selected Contractor and will be used by the Owner and Contractor to prioritize weatherization, ventilation, and other energy related improvements to be carried out in a follow-up Task Order.

## **2.03 Further information**

Prospective Contractors should be aware that the information presented in this RFP is preliminary and subject to refinement and change. Any costs incurred in response to this RFP are the prospective Contractor's sole risk and will not be reimbursed by the Owner or any of the project participants and funders.

The Owner reserves the right to waive informalities, and to make a selection in its own best interest. This includes the right to reject all proposals and proceed to using a different selection process.

In the event a contract with the selected Contractor for this RFP is terminated for cause or convenience within 12 months of when this RFP is issued, the Owner may at its

discretion enter into negotiations with other proposers from the original solicitation in the final ranked order.

It is the intent of the Owner to provide subsequent materials for this RFP, as needed, and also inform Contractors (that have stated their interest) via e-mail of new RFP information. Subsequent RFP amendments or documents will be available at [chistochinaenterprises.com](http://chistochinaenterprises.com).

## **Section 3**

### **Proposal Format, Vendor Qualifications, Evaluation, and Award**

#### **3.01 Proposal Format**

The proposal must contain the information below.

1. Each proposal shall include a cover letter with the Contractor's address, telephone number, e-mail address and Alaska business license number. The cover letter should be signed by a legally authorized representative of the company. The cover letter shall include a certification that the Contractor is a firm, or a person, not on the List of Parties Excluded from Federal Procurement and Non Procurement Programs compiled, maintained, and distributed by the General Services Administration, and is not barred from bidding or contracting with the State of Alaska, too.
2. Each Contractor shall include a summary of their proposed work plan addressing the specifications and qualifications set forth in this RFP. Include a list of personnel to be used on this contract and their qualifications. Brief resumes or CVs, including education, experience, type of clients served, and any other pertinent information shall be included for each of the key personnel to be assigned for direct work on the contract. Contractors shall consider and discuss back-up alternatives in the event key personnel are unavailable during a significant period of time. Provide an organizational plan (or chart) for this specific contract indicating lines of communications. Include the names of the primary point of contact for the contract.
3. The proposal should present qualifications that demonstrate the Contractor's ability to successfully manage this contract. Describe company experience that is relevant to the proposed services, such as recent experience with other non-profit and/or rural Alaska clients served by your firm in the last five years and types of services rendered to each, if applicable.
4. Each Contractor shall provide three references. (Regarding references, bidders shall determine prior to including the references in the proposal that the references are

relevant, contact information is accurate, and reference contact has agreed to provide a complete and uncensored testimony.)

5. Each Contractor may, but is not required to, include additional references, resumes and any other materials deemed necessary but not provided otherwise (such as promotional literature, etc.). Note that these materials may or may not be reviewed by all evaluators and may not be part of the official evaluation except to the extent they support qualifications and experience.

6. Cost proposal: A cost proposal is not a required submittal. However, the Owner reserves the right to request subsequent cost information if the Owner proceeds to a second stage interview process. The cost information may include typical hourly wage rates for construction personnel, rental rates for Contractor's equipment, and other related costs.

Each proposal shall be clearly and concisely prepared in writing and submitted by e-mail. It is the Contractor's responsibility to confirm that the proposal has been received prior to the RFP closing time. Include all information required by this solicitation, with pages numbered and logically assembled. Proposals received that do not materially meet the qualifications described herein will be deemed non-responsive. The Owner reserves the right to request follow-up information, to assist in evaluation, from contractors.

The Owner reserves the right to interview short-listed companies (after evaluation of Contractor proposals), or move to award a contract with the highest rated contractor.

### **3.02 Contractor Qualifications:**

The selected Contractor shall be licensed with an active business license from the State of Alaska. The selected Contractor shall be required to have sufficient staff (including sub-contractors), flexibility, and capability to be available on an as-needed basis. The Owner expects to be issuing task orders, immediately upon contract award.

### **3.03 Evaluation**

Each proposal shall be evaluated on the basis of information provided by an evaluation committee that the Owner will establish. The following point range will be used as a guide for selection during the evaluation process:

1. Responsiveness of the proposal in clearly stating an understanding of the work to be performed. (0-30 points)

2. Experience of the Contractor, including: i) working with rural Alaska tribes, cities or non-profit organizations, and ii) providing construction services on building and community improvement projects. (0-30 points)
3. Capacity and qualifications of staff, including consultants and sub-contractors, to be assigned to support the Contractor in carrying out this IDIQ contract. Prospective Contractors are encouraged to describe their current and former working relationships with Alaska-based A&E firms and other professional consultants that could be part of a design/build task order. A written agreement specific to this RFP is **not required** as a submittal. (0-30 points)
4. Proposal cost. Not a required submittal, but may be added to the evaluation if a second stage interview process is undertaken by the Owner (“0” points in the first stage of review, but may be from 0-10 points if there is a second stage interview).

The Owner reserves the right to invite the two, or the three highest rated Contractors to make oral presentations to the selection committee who will re-score the proposals based upon the same evaluation criteria presented above. Likewise, the Owner also reserves the right to issue a contract award after the first stage of reviews by the selection committee of written proposals.

At the time of publishing the RFP, the Owner anticipates that interviews would take place the first two weeks of December 2025.

### **3.04 Award**

The proposal of the Contractor receiving the highest evaluation will be reviewed by the Owner. Award will be made if the proposal is determined to be fair and reasonable by the Owner. If the proposal (or portions thereof) is determined not to be fair and reasonable by the Owner, or does not contain sufficient information to make a determination, the contractor will be invited to attend a negotiation session with the Owner and submit a “best and final” proposal within 10 days of notice. Award will be made if the “best and final” proposal is determined to be fair and reasonable by the Owner.

If, after final price negotiations and evaluation of the “best and final” proposal, the Owner determines the proposal of the Contractor having the highest ranking not to be fair and reasonable, the second ranked Contractor will be considered using the above criteria. If this is unsuccessful, the third highest ranked contractor will be considered.

The Owner, at its sole discretion, reserves the right to reject any or all proposals and to waive minor inconsistencies between the proposal submissions and the prescribed proposal format.

## **Section 4 Special Provisions**

### **4.01 Invoicing and Payment**

The selected Contractor shall be paid on a monthly basis within 30 days of delivery and acceptance of each invoice. The Owner will only pay for services approved in advance through Task Orders.

### **4.02 Labor and Materials**

The selected Contractor is responsible for providing a lead superintendent and all necessary construction personnel for construction tasks. While the Owner encourages as much local employment as possible, it is recognized that construction progress and safety are key factors for all parties. The Contractor may be required to carry out request for quotes for material, equipment, and shipping, or may assist the Owner in these tasks. Some materials are available locally and will be provided as “owner furnished” materials.

### **4.03 Indemnification**

The selected Contractor shall save, indemnify and hold the Owner harmless (including reasonable attorney’s fees and defense costs) from all claims, demands, and causes of action of every kind and character arising on account of damage or liability of any sort to the extent resulting from or arising out of the willful or negligent acts or omissions of the Contractor, its agents, employees, officers, directors, invitees, or subcontractors, in connection with the performance or non- performance of its contract obligations. In addition to the foregoing, and not by way of limitation, the Contractor is responsible for all taxes as an independent contractor, and shall and does hereby indemnify and hold the Owner, its officers, consultants, employees and directors, harmless (including attorney’s fees and defense costs) from and against any tax assessments or penalties of any sort related to the non-payment or late payment of taxes relating to or arising out of this contract.

### **4.04 Official Capacity**

This agreement is a contract by and on behalf of the Owner, rather than by or on behalf of its officers, directors, employees, representatives or agents. Execution and performance under this agreement is undertaken in the official capacity of the Owner’s officers, directors, employees, representatives or agents and not in their individual capacities.

### **4.05 Insurance Requirements**

The selected Contractor shall maintain the following minimum insurance coverage from companies authorized to do business in the State of Alaska. The Owner reserves the right

to request and receive within 10 days from receipt of request, certified copies of any or all insurance policies and endorsements.

<u>Type of Insurance</u>	<u>Minimum Limit</u>
Workman's Compensation	As Required by Law
Commercial General Liability	\$500,000 (per occurrence)
Comprehensive Automobile Liability	\$500,000 (per occurrence)
Professional Liability	\$1,000,000 (each claim)

Neither the selected Contractor nor its subcontractors (directly or through their insurers) may avoid, diminish or offset claim obligations as a result of the Owner's coverage rights, if any, under the Federal Torts Claim Act or the Owner's insurance policies.

In addition, the Owner may request that the selected Contractor provide Builders Risk insurance depending upon the scope of prospective task orders.

## **Attachments**

1. Draft Task Order No. 1

## **Attachment 1: Draft Task Order No. 1**

Introduction: This draft Task Order No. 1 is provided to prospective Contractors to outline the initial goals by the Owner in refurbishing the building and grounds for the existing Chistochina community building. In addition, the selected Contractor shall carry out field inspections on the former school, the community washeteria, and the Chistochina church.

The Owner currently has funding to implement improvements to the existing community hall but not for the other three buildings.

Separate from this contract solicitation, the Owner will be entering into a contract with an energy auditor to complete an analysis of the existing community building, the former school, the community washeteria and the Chistochina church. The auditor's final report will be provided to the selected Contractor. The results of this Task Order No. 1, the energy audit report, and input from the Owner will formulate a Task Order No. 2 to refurbish the existing community building within available funding identified by the Owner.

We anticipate that this draft Task Order No. 1 will be revised as a result of the proposal provided by the highest rated contractor.

Draft Task Order No. 1: The Owner is interested in phasing building refurbishments to the existing community hall (demolition and construction) based upon three factors: availability of funding, necessary improvements versus recommended improvements (i.e. building code issues as a driver), and the building is in use on a part-time basis.

The Contractor shall provide a proposed workplan to the Owner on the scheduling of the various tasks to evaluate the condition of the building and grounds for the existing community hall, and the refurbishing of the building and grounds in phases. Upon acceptance of the workplan, the Owner will issue a Notice to Proceed to the selected Contractor.

At the conclusion of Task Order No. 1 the selected Contractor shall provide a report for proposed phased refurbishing of the building and grounds. The report shall include rough order of magnitude refurbishing costs (hard and soft). At the conclusion of Task Order No. 1, there should be sufficient direction provided so that the Owner can develop a subsequent Task Order No. 2 for implementing priority refurbishments.

The existing community hall, former school, and community washeteria will receive a typical code and condition survey. The church will receive a condition survey with limited review of code issues.

## **Deliverables**

Depending upon the selection of the appropriate field surveys, the following information shall be gathered and provided in a written report for each identified project:

1. An analysis of the following shall be conducted for code and condition surveys for the existing community hall, community washeteria and the former school. It is expected that an A&E firm will participate with the code and condition surveys. Note that the Alaska Village Safe Water sanitation program is currently completing a Preliminary Engineering Report (PER) on the community sanitation system. The PER materials will be made available at [chistochinaenterprises.com](http://chistochinaenterprises.com).

- a. Narrative listing of facility inadequacies and deficiencies.
- b. Review state and local building, ADA, ventilation, and fire code requirements
- c. Evaluate existing fire protection systems, fire egress and fire alarm systems

2. A comprehensive physical condition survey shall be conducted for the four structures and should cover all the building's major systems and components, both external and internal, including the following areas:

- a. Architectural/structural/roof system condition
- b. Windows, entrance doors, mud rooms and arctic entrances
- c. Foundation
- d. Plumbing, drainage, sanitary systems, and bathrooms
- e. Electrical systems
- f. Mechanical systems
- g. Heating, air conditioning, and ventilation systems
- h. Interior walls, floors, and ceilings
- i. Hallways, stairwells, and other common areas
- j. Laundry facilities
- k. Kitchen facilities
- l. Lighting and Emergency Fixtures
- m. Telecommunications, alarm systems and video surveillance systems
- n. Site exterior including sidewalks, stairs, ramps, fencing and playgrounds
- o. Site considerations including garages, parking, lighting and access
- p. Overall building condition including fixtures, finishes and equipment with a focus on improving the building presentation and usage by clients.
- q. For those systems and components not requiring immediate corrective work, an estimated useful life expectancy shall be provided. This listing will identify the estimated remaining life based upon field judgement based on how the building

system has been maintained, and a cost of replacing (in today's dollars) the building system.

### 3. Recommendations

Provide prioritized recommendations for repairs and renovations including construction budgets and timetable.

#### **Desired Owner Refurbishment of the existing community hall**

The Owner is interested in the following improvements, but lacking the code and condition survey and the energy audit does not yet know what are the priority items.

- Four foot wide entrance and exit doors
- Arctic entrance in the front
- Remove solar lighting throughout and repair accordingly
- Change out fluorescent lighting with LED lighting
- Repair acoustic ceiling
- Demolish the bathrooms and rebuild to ADA requirements and expand
- Unspecified code and condition items found
- Weatherization and related energy audit improvements yet to be identified
- Kitchen improvements that may include expansion
- Demolish the add-on in the back - although the Owner is not certain about this, given available funding