HYDABURG COOPERATIVE ASSOCIATION
Request for Proposals No. 2026-001

Multidisciplinary Professional Services Term Contract
Indefinite Delivery / Indefinite Quantity (IDIQ)

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1.0 GENERAL INFORMATION

1.1 Purpose

The Hydaburg Cooperative Association (HCA), a federally recognized Alaska Native Tribe, is soliciting proposals from qualified firms (the "Consultant") to provide Multidisciplinary Professional Services, including owner's representative, program management, and design services for a program of grant-funded housing, transportation, infrastructure, and other projects of a similar nature in and around Hydaburg, Alaska (the "Program").

1.2 Background

Hydaburg is a Haida community of approximately 400 residents located on the north shore of Sukkwan Strait, on Prince of Wales Island, in Southeast Alaska. HCA is the federally recognized tribal government for the Haida people of Hydaburg, exercising governmental authority and providing services to its tribal citizens.

HCA expects Program projects to be funded primarily through federal grant programs, which may include housing, transportation, and infrastructure programs of the U.S. Department of Housing and Urban Development (HUD) and the Federal Highway Administration (FHWA), as well as other federal, state, and tribal government sources. Program work will be defined through Task Orders. Each Task Order will identify its funding source(s) for the scope of work included. Projects under funding sources not listed above may be added to the Program by Task Order as described in Section 3.6.

HCA anticipates that the Consultant will manage projects with a combined value of approximately $10 million to $15 million per year. Proposers should be prepared to scale their services and staffing to the value and number of active projects in the Program.

1.3 Contract Award

HCA intends to award one (1) IDIQ Term Contract under this RFP for a term of five (5) years from the effective date, with two (2) optional one-year extensions by mutual written agreement. The base contract will govern the relationship between HCA and the Consultant and will be a zero-dollar contract. Fees will be negotiated and obligated only in individual Task Orders. The total value of all Task Orders is not anticipated to exceed $1.5 million per year, and individual Task Orders are expected to be $150,000 or less.

HCA does not guarantee any minimum amount of work. If Task Orders are incomplete when the contract expires, the Consultant shall complete them under the terms of the contract.

1.4 Questions

Questions regarding this RFP must be submitted in writing by email to Leslie Isaacs, Tribal Administrator, leslie.isaacs@hcatribe.org before the deadline in the schedule below. Identify the RFP number in the subject line of all correspondence. HCA will answer questions by written addendum published to the HCA website (https://hcatribe.org/).

Solicitation Schedule	Date / Time
RFP issued	11/5/2026
RFP advertised in	HCA website, Anchorage Daily News, Ketchikan Daily News, Alaska Journal of Commerce, and Alaska Plans Room
Questions due	11/18/2026, 5:00 p.m. Alaska Time
Proposals due	12/4/2026, 2:00 p.m. Alaska Time

1.5 Preparation Costs

HCA will not reimburse any costs of preparing a proposal, attending interviews, or negotiating a contract, or any costs, including attorney fees, associated with any challenge to a selection, award, or rejection of a proposal. By submitting a proposal, each proposer waives all claims to such costs.

2.0 RULES GOVERNING COMPETITION

2.1 Examination of RFP

Proposers should carefully examine the entire RFP, all addenda, and all referenced materials, and become familiar with the nature of the work and the conditions likely to be encountered in performing the work.

2.2 Proposal Acceptance Period

Award is anticipated to be announced within forty-five (45) calendar days of the proposal due date. All proposals must remain valid and irrevocable for ninety (90) calendar days after the due date.

2.3 Proposal Format

Proposals should provide a straightforward, concise description of the proposer's ability to meet the requirements of this RFP. Emphasis should be placed on: (1) conformance to the RFP instructions, (2) responsiveness to the RFP requirements, and (3) completeness and clarity of content.

2.4 Signature Requirements

All proposals must be signed. A proposal may be signed by an officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or another agent, if properly authorized by a power of attorney or equivalent document. Signature on the Letter of Transmittal (Section 4.2) meets this requirement. Failure to sign the proposal is grounds for rejection. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature line.

2.5 Proposal Submission Requirements

Proposals shall be submitted electronically by email to Leslie Isaacs, Tribal Administrator, at leslie.isaacs@hcatribe.org before the deadline, as one searchable PDF containing all items in Sections 4.1 through 4.4. Proposals must not include rates or fees (Section 4.5).

The email subject line must read "RFP No. 2026-001 – Multidisciplinary Professional Services – [Firm Name]." HCA will confirm receipt by reply email. Large files may be sent by file-transfer link arranged in advance with HCA. Proposers are responsible for timely receipt.

2.6 News Releases

Proposers shall not issue news releases or public statements about this RFP or award without HCA's prior written approval.

2.7 Late Submissions

Proposals not received by the date and time specified in Section 1.4 will not be considered.

2.8 Oral Change/Interpretation

No oral change or interpretation of any provision of this RFP is valid, whether issued at a pre-proposal conference or otherwise. Changes, clarifications, and answers to questions will be issued only by written addendum.

2.9 Modification or Withdrawal of Proposals

A proposer may withdraw a proposal at any time before the submission deadline by written notice signed by an authorized agent. The proposer may then submit a new proposal, or a written modification to its proposal, before the deadline. Modifications offered in any other manner will not be considered. A proposal cannot be changed or withdrawn after the deadline, except for modifications requested by HCA.

2.10 Rejection of Proposals

HCA reserves the right to reject any or all proposals and to cancel this RFP if determined to be in HCA's best interest.

2.11 Confidential/Proprietary Information

The content of all proposals will be kept confidential until the selection of the Consultant is announced. After award of the contract, proposals will become public information, except for information properly identified as proprietary. Proposers must mark any pages containing trade secrets or proprietary financial information and explain why the information is proprietary. Information generally known to the public or competitors is not proprietary. Rates in the awarded contract will not be treated as proprietary. HCA's ability to withhold information is subject to HCA policy and federal record access requirements.

2.12 Alaska Native and Tribal Preference

This RFP is subject to federal Indian preference requirements (25 U.S.C. 5307(b) and 4111(k)) and HCA's tribal preference laws. Preference will be applied as described in Section 5.3. Proposers claiming preference must submit the Alaska Native/Tribal Preference Affidavit (Attachment 2). As used in this RFP, Alaska Native preference includes all persons and firms entitled to Indian preference under the federal laws cited above.

2.13 Small, Minority, and Women-Owned Businesses

HCA encourages participation by small businesses, minority-owned businesses, and women's business enterprises, including as subconsultants. HCA will take affirmative steps to include these firms in its procurements, and the Consultant will be required to do the same in procurements it manages for HCA (Section 3.3.3).

2.14 Federal Requirements

The resulting contract will be funded in whole or in part with federal funds and will incorporate the federal contract provisions in Attachment 1, Appendix C, together with the requirements of the funding source identified in each Task Order. The Consultant shall comply with all applicable laws, regulations, ordinances, grant terms and conditions, and other requirements, whether federal, state, tribal, or local, imposed by any funding agency or entity having jurisdiction over the Project and necessary for its performance and completion, whether or not expressly identified in this solicitation, the resulting contract, or an individual Task Order. The Consultant shall also ensure that its subconsultants and subcontractors comply with all such requirements applicable to their work.

Attachment 2 contains sample forms. The selected proposer must complete and submit all required forms prior to contract award. The Alaska Native/Tribal Preference Affidavit is submitted with the proposal, and only by proposers claiming preference.

The selected Proposer must keep complete records of all work under the agreement and give HCA, the federal awarding agencies, their Inspectors General, the Comptroller General, and their authorized representatives access to those records.

2.15 Equal Employment Opportunity

The Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, age, or disability, and shall state in all solicitations or advertisements for employees under the contract that all qualified applicants will receive consideration without regard to these characteristics. Alaska Native and tribal preference under Section 2.13 is not prohibited discrimination.

3.0 SCOPE OF WORK

3.1 Role of the Consultant

The Consultant will serve as HCA's Owner's Representative and manage the Program from initial planning through close-out. Services include program and project management, grant award and compliance support, procurement and contracting support, engineering and design services, and Owner's Representation services through the lifecycle of included projects.

Projects will be added to the Program through the issuance of Task Orders. Each Task Order will identify the funding agency or agencies. Constituent projects issued via Task Order will vary in size, complexity, and services required from the Consultant. Consultant services will be sized to HCA's needs as assigned by Task Order.

The Consultant will support HCA staff in managing the Program as a whole and Program projects, including technical and administrative support, construction inspection, and support of any work HCA performs directly. The role and capacity HCA staff takes in projects will be determined in each Task Order.

The Consultant will coordinate with HCA leadership, project stakeholders, consultants, contractors, Authorities Having Jurisdiction (AHJ), and funding agencies on HCA's behalf.

Owner. HCA will be the contracting party and signatory on all design, construction, and other contracts for Program projects. HCA makes final decisions on projects, procurement awards, contract execution, payment approval, change orders, and reporting to funding agencies.

Engineering and Design. The Consultant may, and is expected to, perform planning, engineering, and design services under Program Task Orders. This will require design professionals who are licensed in the State of Alaska and familiar with Alaska design conditions. Some Program projects will require design and engineering services procured separately for that project (Section 3.3.4).

Procurement and Construction Management. The Consultant will manage all solicitations on behalf of HCA, including selecting appropriate project delivery methods, managing the solicitation process, managing preconstruction or design services from selected contractors, and providing construction management and oversight for the duration of the project, as defined through Task Order. The Consultant and its subconsultants may not propose on or perform construction work for any Program project and may not compete in any solicitation the Consultant prepares or administers for HCA.

Location. The Consultant must provide staff to be physically present in Hydaburg when required, including for site visits, Council meetings, pre-bid meetings, pre-construction meetings, and construction oversight. Routine work may be performed remotely.

Team Structure. The Consultant may be a single firm or a prime firm with subconsultants. The team must include a designated Lead Program Manager responsible for all services, Project Manager(s), and qualified design or technical personnel.

An individual on the team may fill more than one role. The Consultant must be able to adjust its staffing and effort level to meet Program requirements, and is responsible for the performance of all subconsultants. Key Personnel and subconsultants may not be added or removed

without HCA's written approval. Subconsultants may not be suspended, debarred, or otherwise excluded from federal awards.

3.2 Experience and Qualifications

Minimum qualifications:

- Experience as owner's representative, program manager, or project manager on at least two (2) federally funded infrastructure, housing, or transportation projects in the last ten (10) years.
- A Lead Program Manager with at least ten (10) years of experience managing design and construction projects.
- Engineering services, whether provided by the prime or a subconsultant, performed under the responsible charge of a Professional Engineer licensed in the State of Alaska.

Desired qualifications:

- Experience with federally funded tribal programs, such as HUD’s Indian Housing Block Grant (IHBG) and FHWA’s Tribal Transportation Program (TTP).
- Experience delivering projects in rural Alaska, especially Southeast Alaska or Prince of Wales Island, including barge logistics, short construction seasons, and limited local contractor markets.
- Experience working with tribal governments, tribal councils, and tribal housing entities.
- Experience with residential construction, roads, drainage, and small water/sewer infrastructure.
- Technical personnel, professionally licensed in their disciplines, to provide technical review, planning, design review, construction inspection, and related functions. Key disciplines include civil, environmental, mechanical, electrical, and architecture. Other technical staff may include licensed special inspectors, land surveyors, and qualified field staff.

3.3 Description of Services

Services will be assigned as needed by Task Order. The services listed below are representative of those expected under the Program. The list is representative, not exhaustive, and not every service will apply to every project. other applicable or related services may also be requested.

3.3.1 Program and Project Management

- Meet with HCA at the start of the contract to confirm roles, decision authority, reporting, and procedures.
- Maintain a program schedule and budget for all active projects, organized by funding source and project.
- Maintain project files that meet federal record retention requirements, and turn them over to HCA at close-out.
- Provide a monthly progress report for each active project: work completed, schedule status, budget and expenditures by funding source, upcoming HCA decisions, and risks or compliance items.
- Attend HCA Council or staff meetings as requested.
- As required, assist HCA with public relations and community engagement, including community meetings, project notices, and coordination with residents affected by construction.

- Apply quality control procedures to the Consultant's deliverables, including review of design documents, estimates, and reports before submittal to HCA.

3.3.2 Grant Administration and Compliance Support

- Review grant agreements, award conditions, and program regulations.
- Support HCA in tracking grant budgets, obligations, expenditures, and deadlines by funding source.
- Assist with draft drawdown requests, budget revisions, and progress reports for HCA review and submittal.
- Support environmental review where required, including preparing documentation and coordinating with agencies.
- Support Build America, Buy America (HUD) and Buy America (FHWA, 23 U.S.C. 313) documentation.
- Prepare grant close-out documentation.

3.3.3 Procurement and Contracting Support

- Prepare solicitations (requests for proposals, invitations for bid, and requests for quotes) for design, construction, materials, and services, using HCA's procurement procedures and the federal provisions required for the funding source.
- Prepare independent cost estimates before solicitations are issued.
- Advertise solicitations, conduct pre-bid and pre-proposal meetings, answer questions, and issue addenda.
- Support HCA evaluation committees and prepare bid tabulations.
- Prepare cost/price analyses, a Recommendation of Award with bid abstract, and draft contracts for HCA execution.
- Prepare written justifications for HCA approval when a sole-source or other noncompetitive purchase is proposed.
- Support HCA’s affirmative steps to include small businesses, minority-owned businesses, and women’s business enterprises in its procurements, including through outreach and by structuring solicitations to encourage their participation, and require prime contractors to do the same when subcontracting. Maintain files for each procurement for HCA's records.
- Conduct contract negotiations on behalf of HCA.

3.3.4 Planning, Engineering, and Design

- Conduct project planning and site investigations, including site selection, survey, geotechnical and utility coordination, and land status and right-of-way research, and other efforts as may be required.
- Prepare conceptual and preliminary design, cost estimates.
- As required, work with contractors for design and constructability reviews.
- Prepare final plans, specifications, and independent cost estimates.
- Manage preconstruction services and contracts for selected contractors.
- Provide permitting support.
- Some projects will require design and engineering services procured separately by HCA for that project. For those projects, prepare and manage the design solicitation, manage the design contract, review submittals, and coordinate HCA input.

3.3.5 Owner's Representation and Construction Management

- Provide oversight and contract management for construction contractors.
- Represent HCA during construction, including preconstruction and progress meetings and coordination among HCA, designers, contractors, and the community.
- Review submittals, RFIs, and schedules; evaluate and negotiate change orders for HCA approval.
- Review contractor payment applications for contract conformance and recommend payment.
- Provide field observation and inspection services and/or coordinate special inspections and testing.
- Monitor contractor safety compliance and notify HCA and contractors of deficiencies.
- Conduct substantial completion and final inspections, manage commissioning and punch lists, and coordinate turnover of warranties, O&M information, as-builts and record drawings.

3.3.6 Labor and Preference Compliance

- Monitor contractor compliance with Davis-Bacon or tribally determined wage requirements, including certified payroll review and employee interviews.
- Monitor Alaska Native and tribal preference in subcontracting, hiring, and training. To the extent feasible, require each contractor to submit a written statement agreeing to provide Alaska Native preference in subcontracting, training, and employment, stating the method it will use and documenting its efforts, and maintain or refer to lists of qualified Alaska Native-owned firms.

3.3.7 Project Close-Out

- Assemble close-out documents for each project and grant and turn over complete project files to HCA.
- Prepare final project reports required by funding agencies, such as final construction reports and as-builts.

3.4 Period of Performance

The contract term is stated in Section 1.3. Task Orders must be completed within the funding source's period of performance unless otherwise approved by HCA.

3.5 Task Orders

This is a Task Order-based IDIQ contract. Each Task Order will:

1. Identify the project and the funding source(s) paying for the work.
2. Define the scope, deliverables, schedule, and maximum fee.
3. Be priced using the rates in the negotiated fee schedule (Attachment 1, Appendix B), as either a lump sum or a labor-hour not-to-exceed amount. Compensation based on a percentage of construction cost is prohibited.
4. Be compared against an HCA independent estimate before issue.
5. Be executed in writing by HCA, with a written notice to proceed, before work begins.

HCA does not guarantee any number or value of Task Orders. Notice to proceed on any Task Order is subject to available funding award.

3.6 Funding Source Requirements and New Funding Sources

Each funding source has its own requirements, including governing regulations, eligibility, procurement, Alaska Native and tribal preference, wages, domestic preference, environmental review, cost limits, reporting, and required contract provisions. Each Task Order will identify its funding source, and the Consultant shall comply with that funding source's requirements and with the terms of the related grant agreement, as provided by HCA.

During the contract term, HCA expects to receive funding from new funding sources. HCA will add a new funding source only when the work falls within the scope of this RFP, and this procurement meets that funding source's requirements.

4.0 PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review and the greatest degree of comparability, proposals must be organized in the order below, within these limits:

Item	Section	Limit
Title page	4.1	1 page
Letter of Transmittal	4.2	1 page
Table of contents	4.3	1 page
Proposal narrative	4.4	10 pages
Resumes	4.4.2	2 pages each
Organization chart; Tirbal preference affidavit (if claimed)	4.4.2, 4.4.5	Not counted

One page is one side of a single-spaced, letter-size (8½" x 11") sheet or its electronic equivalent. Dividers or tabs may be used, but text on them is limited to the title of the section that follows. Pages, inserts, or photographs beyond these limits will not be evaluated.

4.1 Title Page

Include the RFP number and title, firm name, address, contact person, phone number, email address, and date.

4.2 Letter of Transmittal

- State the firm's understanding of the services to be performed and a positive commitment to provide the services as specified.
- Acknowledge all addenda.
- Provide the firm's contact for this proposal, and the name(s), title(s), and contact information of the person(s) authorized to make representations for the firm.
- Be signed by a corporate officer or other individual with authority to bind the firm.

4.3 Table of Contents

Identify the proposal contents by section and page number.

4.4 Proposal Contents

4.4.1 Firm Qualifications and Experience

Describe the prime firm and each subconsultant, their roles, and how the team meets the minimum qualifications in Section 3.2. List up to five (5) relevant projects from the last ten (10) years, giving for each the owner, location, funding source(s), the firm's role, value, and dates.

Highlight work with tribal governments, federal grant programs, and rural or Southeast Alaska. Provide three (3) client references with current contact information.

4.4.2 Key Personnel

Identify the Lead Program Manager, Project Manager(s), Engineer(s) of Record, Architect of Record, on-site construction manager, inspector, and auxiliary or project support personnel. Show which team members provide each function listed under Section 3. One individual may fill more than one role. Describe each person's relevant experience and role and provide an organization chart and resumes.

4.4.3 Understanding and Approach

Describe how the firm will deliver services to HCA, including:

- Approach to supporting HCA decision-making while minimizing demands on HCA staff.
- How the Consultant will adapt staffing and capacity to meet HCA Program needs.
- How the firm will manage and track the Program and its projects through the entire project lifecycle, including costs, records, and compliance by funding source.
- How the firm will procure and manage HCA's design and construction contracts.
- The firm’s approach to quality control, schedule control, and budget control.
- The firm’s approach to public relations and community engagement in Hydaburg.

4.4.4 Alaska and Rural Project Capacity

Describe the firm's experience delivering projects in rural Alaska and Southeast Alaska, the location of the staff who will perform the work, the firm's ability to provide timely in-person presence in Hydaburg, and its staff availability and current workload.

4.4.5 Alaska Native/Tribal Preference and Small Business Participation

If claiming preference, complete the Alaska Native/Tribal Preference Affidavit (Attachment 2). Describe use of Alaska Native-owned, small, minority-owned, and women-owned businesses on the team.

4.5 Fee Schedule

A fee schedule is not required with the proposal and will not be used in the evaluation. After proposals are evaluated and scored, the highest-ranked proposer will be required to provide a fee schedule showing fully loaded labor rates, in tabular form, for each labor category included and the personnel to be used on this contract. The selected firm will enter into negotiations with HCA. HCA will compare the negotiated fee schedule against its independent estimate to confirm that the rates are fair and reasonable prior to award.

- Reimbursable expenses including sub-consultant costs will be paid at actual cost without markup. Travel will be reimbursed at no more than federal (GSA) per diem and lodging rates for the location.
- Rates must comply with the wage requirements of each funding source and may need to be adjusted for a Task Order to meet them.

The negotiated fee schedule will become Appendix B of the contract and will be public information.

5.0 EVALUATION CRITERIA AND PROCESS

5.1 Evaluation Criteria Weighting

Proposals will first be checked for responsiveness and the minimum qualifications in Section 3.2. Proposals that do not meet them will not be scored. The criteria and associated point values are:

Criterion	Section	Points
Firm qualifications and experience	4.4.1	25
Key personnel	4.4.2	25
Understanding and approach	4.4.3	20
Alaska and rural project capacity	4.4.4	25
Alaska Native/tribal preference	4.4.5	5
Total Points Available		**100**

5.2 Qualitative Rating Factors

Criteria in Sections 4.4.1 through 4.4.4 will be scored by each evaluator using the following rating factors. The rating factor is multiplied by the points available for that criterion. For example, a "Good" rating on a 25-point criterion receives 0.6 × 25 = 15 points.

Rating	Factor
Outstanding	1.0
Excellent	0.8
Good	0.6
Fair	0.4
Poor	0.2
Unsatisfactory	0

5.3 Alaska Native/Tribal Preference Points

Preference points will be awarded consistent with HCA's tribal preference laws: 5 points to an Alaska Native organization or Alaska Native-owned economic enterprise that submits the affidavit (Attachment 2).

5.4 Evaluation Process

An evaluation committee appointed by HCA will score the proposals. Each member will sign a conflict-of-interest and confidentiality certification. Non-voting advisors may assist the committee. Evaluators will score criteria 4.4.1 through 4.4.4 using the rating factors in Section 5.2, and preference points will be added under Section 5.3 to determine the ranking.

HCA reserves the right to award a contract based solely on written proposals. HCA may also interview up to three (3) of the highest-ranked proposers, in person or by video. If interviews are held, the committee will rescore criteria 4.4.1 through 4.4.4 using the same criteria and points; preference points will not change. The final ranking will be based on the combined scores.

6.0 SELECTION PROCESS

The proposer with the highest total score may be invited to negotiate a contract with HCA. The selected proposer will submit a fee schedule as described in Section 4.5. HCA will perform a cost/price analysis of the fee schedule and confirm that the rates are fair and reasonable before award. If an agreement cannot be reached, HCA may end negotiations and invite the next-highest proposer, continuing until a contract is negotiated and signed or the RFP is canceled. HCA reserves the right to reject any and all proposals submitted.

Responsibility determination. HCA will award only to a responsible proposer with the ability to perform successfully. Before award, HCA will consider the proposer's integrity, compliance with public policy, record of past performance (including contact with previous clients), and financial, administrative, and technical resources to perform work of the size and type involved.

Award is subject to approval by the HCA Council, a determination that the proposer is responsible, and receipt of a current Alaska business license and the required insurance and certifications. HCA will notify all proposers of the selection in writing.

Protests. A proposer may protest the selection by written notice to Leslie Isaacs, Tribal Administrator (leslie.isaacs@hcatribe.org), within five (5) business days after notice of selection, stating the specific grounds. HCA will issue a written decision before award, consistent with HCA's procurement procedures.

7.0 SAMPLE CONTRACT

All proposers must carefully review Attachment 1, Sample Contract for Professional Services. The final contract with HCA will be substantially similar. Requested changes must be submitted with the proposal in a separate document, with the rationale for each. Changes will be considered only after the highest-ranked proposal is determined. **If no changes are submitted with the proposal, the proposer is understood to accept the terms and conditions of the Sample Contract for Professional Services.**

8.0 ATTACHMENTS

Attachment	Contents
1 – Sample Contract for Professional Services	Separate document
2 – Sample Forms and Required Provisions for Federal Aid	With proposal, if claiming preference: Alaska Native/Tribal Preference Affidavit. Before contract award: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion; Certification Regarding Lobbying; DBE Subcontractor Utilization Form; DBE Subcontractor Performance.