

Native Village of Afognak
Request for Proposal (RFP)
Development Design for USS 3098 LT 8, Mill Bay Road, Kodiak, Alaska

1. Introduction

The Native Village of Afognak (NVA) invites qualified firms or individuals to submit proposals for the development design of property located at **USS 3098 LT 8, Mill Bay Road, Kodiak, Alaska**. The project will focus on creating a conceptual site plan and facility designs to support **commercial hydroponic growing operations (primary use)** and **complementary commercial or industrial use (secondary use)**. The design must align with the Borough's **B (General Commercial)** zoning and reflect NVA's commitment to sustainable development, economic diversification, and cultural values.

2. Project Overview

The subject property is zoned **B (General Commercial)**, which allows for a variety of retail, service, office, and certain light industrial uses. NVA's vision is to develop the site as a **multi-use hub** with a primary emphasis on **modern hydroponic agriculture** and compatible commercial or light industrial activities. The design should consider:

- Space for commercial-scale hydroponic growing systems (greenhouses, horizontal or vertical growing methods, climate control, nutrient delivery, and processing areas)
- Infrastructure to support related business activities (packaging, storage, distribution)
- Flexible space for other permitted commercial or light industrial tenants
- Sustainable building practices, energy efficiency, and possible renewable energy integration
- Incorporating future use with existing retail grocery store and infrastructure located at 2161 Mill Bay Road with the legal description of USS 3098 LT 9A Mill Bay Road in Kodiak, Alaska.

3. Zoning Compatibility

The property is located within the Kodiak Island Borough **B (General Commercial)** zoning district. Under this designation, a range of commercial and certain industrial uses are permitted or conditionally allowed, typically including:

- Retail stores and wholesale outlets
- Professional offices and service businesses

- Restaurants, food production facilities, and catering operations
- Light manufacturing or assembly that does not generate significant noise, odor, or traffic impacts
- Warehousing, storage, and distribution facilities
- Agricultural activities such as hydroponic, greenhouse, or indoor crop production (subject to compliance with applicable health, safety, and environmental regulations)

Design proposals **must** conform to all applicable Borough zoning standards, including but not limited to:

- Setbacks, height limits, and lot coverage requirements
- Parking and loading standards
- Landscaping and screening requirements
- Utility and stormwater management provisions

The selected contractor will be expected to coordinate with the Kodiak Island Borough's community development department to confirm zoning compliance throughout the design process.

4. Scope of Work

The selected contractor will perform the following:

a) Site Assessment

- Evaluate topography, soil conditions, utilities, and environmental factors
- Identify site constraints and opportunities for efficient land use

b) Conceptual Design Development

- Create conceptual layouts for commercial hydroponic production facilities and associated spaces
- Include areas for other potential commercial or light industrial operations
- Consider truck access, loading docks, parking, and pedestrian circulation

c) Engineering and Compliance

- Ensure compliance with Borough zoning and applicable building/environmental codes

- Integrate infrastructure for utilities, water supply, wastewater, and energy systems

d) Cost and Phasing

- Provide preliminary cost estimates
- Recommend phased development strategies if appropriate

e) Conceptual Deliverables

- Detailed site plan, floor plans, elevations, and utility layouts
- Renderings or 3D visualizations (optional but preferred)

5. Proposal Requirements – Qualifications Based Solicitation

Proposals must include:

- Firm profile and qualifications
- Proof of current licenses shall be submitted with the proposal.
- Experience in hydroponic/agricultural facility design and commercial/industrial development
- Proposed design approach and methodology
- Draft project schedule
- Firm's standard billing rates, by Job Description – Overall fee to be negotiated post-selection
- Three references from similar projects

Licensing Requirements:

All proposers must hold an active **Alaska Business License** and any required **professional or contractor licenses** appropriate to the scope of services.

- Firms providing architectural, engineering, or surveying services must employ individuals licensed under **AS 08.48**.
- All work shall comply with applicable **Kodiak Island Borough** and **City of Kodiak** permitting and licensing requirements.

6. Evaluation Criteria

- Project Manager and Team Experience (30%)
- Relevant experience (especially commercial hydroponic and commercial/industrial projects) – **25%**
- Quality and clarity of design approach – **25%**
- Understanding of Kodiak and Alaska rural project challenges – **10%**
- References and performance record – **10%**
- Alaska Native preference – **0%**, but may be a factor for similarly qualified submittals
- **Provide current rates for each firm in a sealed envelope. – 0%**

7. Submission Instructions

Submit proposal electronically in PDF format to:
Community Development Committee
Native Village of Afognak
NVA Admin@afognak.org

Deadline: January 19th, 2025

Prospective respondents should register an email with the NVA Admin to ensure they receive all addenda to the RFP posting. Register at NVAAdmin@afognak.org

8. Schedule

NVA seeks final Conceptual Design by May 1st, 2026, but may consider later completion dates.

9. Questions

Submit all questions in writing to NVAAdmin@afognak.org, attention of Community Development Committee by December 22nd, 2025.

10. Reservation of Rights

NVA reserves the right to reject any or all proposals, waive informalities, and accept the proposal deemed most advantageous to the Tribe.

11. Insurance Requirements

The selected firm shall, at its own expense, procure and maintain during the term of this agreement the following insurance coverages with insurers authorized to do business in the State of Alaska and with an A.M. Best rating of **A- or higher**:

a) Commercial General Liability

- \$1,000,000 per occurrence / \$2,000,000 aggregate
- NVA shall be named as *Additional Insured*
- Includes *Waiver of Subrogation* and *Primary & Non-Contributory* endorsement

b) Professional Liability (Errors and Omissions)

- \$1,000,000 per claim / \$2,000,000 aggregate
- Coverage must be maintained for at least two (2) years after project completion

c) Workers' Compensation and Employer's Liability

- Statutory limits per Alaska law
- Employer's Liability: \$500,000 per accident, \$500,000 per disease, \$500,000 per employee

d) Automobile Liability

- \$1,000,000 combined single limit per accident
- Applies to all owned, hired, and non-owned vehicles used in performance of the work

e) Umbrella/Excess Liability

- \$1,000,000 per occurrence

Certificates of Insurance (COI) evidencing all coverage shall be provided to NVA prior to the commencement of work and maintained in full force throughout the contract.