

## **City of Kake**

### **Request for Proposal (RFP)**

### **Complete Renovation of Community Building Kitchen and Common Area**

**Issue Date:** March 3, 2025

**Proposal Due Date:** April 2, 2025, by 5:00 PM (Local Time)

#### **1. Introduction**

The City of Kake is seeking proposals from qualified contractors to perform a complete renovation of an existing commercial kitchen with an attached common area, located at the Kake Community Building (Kake, AK). The project involves upgrading the kitchen's infrastructure, equipment/appliances, and layout to meet modern standards for safety, functionality, and efficiency. The renovated kitchen will serve as a key asset for community events, local programs, and food-related services.

#### **2. Project Overview**

The City of Kake has received funding through the Organized Village of Kake for the complete renovation of the community building kitchen. The existing kitchen space is approximately 540 square feet with an 840 square foot attached common area. Both areas are used frequently and support various community functions. The selected contractor will be responsible for the entire renovation process, including design, demolition, construction, equipment installation, and final inspections. The renovation should enhance operational efficiency, meet ADA requirements, and upgrade equipment to commercial-grade standards.

#### **3. Scope of Work**

The scope of the renovation project includes, but is not limited to, the following tasks:

- **Demolition:** Removal of existing kitchen equipment, cabinets, flooring, and fixtures.
- **Design:** Development of a new kitchen layout and design that maximizes space efficiency, safety, and functionality.

- **Plumbing & Electrical:** Upgrades to plumbing and electrical systems to support new appliances and meet code requirements.
- **Flooring:** Installation of durable, non-slip, and easy-to-clean flooring.
- **Cabinetry & Countertops:** Installation of new cabinetry and countertops made of high-quality, durable materials.
- **Appliances:** Procurement and installation of modern, energy-efficient kitchen appliances, including stoves, ovens, refrigerators, dishwashers, and other necessary equipment.
- **Ventilation:** Installation of an appropriate ventilation system, including range hoods and exhaust fans.
- **Lighting:** Installation of efficient and well-positioned lighting for both functionality and safety.
- **Compliance:** Ensuring all work complies with local building codes, health and safety regulations, and ADA (Americans with Disabilities Act) standards.

#### 4. Proposal Requirements

Interested contractors must submit a detailed proposal that includes the following:

- **Company Profile:** A brief history of the company, including experience in similar kitchen renovations, qualifications, and references.
- **Project Plan:** A detailed plan outlining the approach, timeline, and stages of the renovation process. The timeline should specify milestones and completion dates.
- **Cost Estimate:** A detailed cost breakdown, including labor, materials, permits, and any other expenses related to the project. Please also include a payment schedule tied to project milestones.
- **Insurance:** Proof of liability insurance and workers' compensation coverage. Contractor must be licensed and bonded in the State of Alaska.
- **References:** At least three references from previous clients for whom similar work has been completed, including contact information.

## 5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Experience:** Proven experience in kitchen renovations, especially in community or public spaces.
- **Design Quality:** Innovative and functional design solutions.
- **Cost:** Competitive pricing while maintaining quality.
- **Timeline:** Ability to meet the project timeline.
- **References:** Positive feedback from previous clients.

## 6. Submission Instructions

Please submit your proposal by the due date (April 2, 2025, by 5:00 PM) to:

### City of Kake

Attention: Lolanda (Lonnie) Cavanaugh

P.O. Box 500, Kake, AK 99830

Email: [mayor@cityofkake.org](mailto:mayor@cityofkake.org)

For questions or additional information, please contact:

Lonnie Cavanaugh

Phone: (907) 785-3804 or (907) 723-0160

Email: [mayor@cityofkake.org](mailto:mayor@cityofkake.org)

## 7. Terms and Conditions

- All proposals must be received by the specified due date.
- Late proposals will not be considered.
- The City of Kake reserves the right to accept or reject any or all proposals.
- The selected contractor will be required to enter into a formal contract with the City of Kake.