



Request for Proposals (RFP): Architectural Design Services– Capital Expansion Project

Kodiak Community Health Center (KCHC)

Release Date: February 1, 2026

Submission Deadline: March 6, 2026

Contact Email: owilson@kodiakchc.org

Overview

Kodiak Community Health Center (KCHC) is seeking proposals from qualified architectural design firms to provide planning, design, and related consulting services for a proposed capital expansion. This expansion project will enhance KCHC's ability to serve the community by providing additional clinical and operational space. This RFP invites firms with proven experience in healthcare facility design and federally funded capital projects.

Background

Kodiak Community Health Center (KCHC) is a Federally Qualified Health Center (FQHC) serving Kodiak Island, Alaska. In alignment with our strategic plan and community needs, KCHC is undertaking a significant capital expansion project supported by an HRSA Capital Development (CDS) grant. This capital expansion initiative is a significant step forward in enhancing our capacity to serve the community. It includes site development, architectural and engineering coordination, permitting, construction oversight, and milestone-based reporting.

Scope of Work

The selected architectural firm will be responsible for comprehensive architectural services, including, but not limited to:

- **Pre-Design & Planning**
 - Site analysis, space planning, and environmental considerations
 - Evaluation of existing site and utilities
- **Schematic Design & Design Development**
 - Complete conceptual design aligned with HRSA and FQHC facility guidelines
 - Stakeholder engagement and iterative revisions
 - Design that reflects the rural and cultural context of Kodiak Island
- **Construction Documents & Specifications**
 - Detailed drawings and technical documents suitable for permitting and bidding
 - Compliance with local building codes, federal guidelines, ADA, and seismic standards
- **Permitting & Regulatory Support**
 - Guidance on state and local approvals
 - Assistance with Davis-Bacon Act compliance and NEPA/SHPO/Section 106, if applicable
- **Bid Process & Negotiation Support**
 - Assistance in developing contractor bid packages
 - Support during contractor selection, pre-bid meetings, and Q&A
 - Evaluation of bids and contractor qualifications
 - Recommendations on bid award
- **Construction Administration**
 - Oversight and collaboration with the construction team
 - Review of submittals and RFIs
 - Site visits review
- **Cost Estimating & Value Engineering**
 - Preliminary and updated cost estimates throughout each phase
 - Recommendations to align design with budget
- **Collaboration with KCHC Leadership & Project Manager**
 - Ongoing meetings, updates, and design coordination with internal teams

4. Proposal Requirements

Interested firms must submit a comprehensive proposal including:

- Cover letter

- Firm background, licensing, and relevant experience (especially with healthcare, rural, and federally funded projects)
- Resumes or bios of proposed team members (encouraged)
- Design philosophy and proposed project approach
- Fee structure (hourly or retainer-based). A full project cost estimate.
- Description of design philosophy and project approach
- High-level proposed timeline for each phase
- At least three (3) references with contact information for similar work
- Examples of prior work on FQHCs, critical access hospitals, or HRSA-funded projects

5. Submission Instructions

Submit proposals electronically in PDF format to:

 **owilson@kodiakchc.org**

Subject line: Architectural Design RFP Submission

Submission Deadline: March 6, 2026, by 5:00 PM Alaska Time

KCHC reserves the right to reject any or all proposals and/or cancel this solicitation at any time.

6. Evaluation Criteria


- Demonstrated experience and success with similar rural healthcare or FQHC projects
- Understanding of KCHC's goals and operating context
- Alignment with HRSA funding and federal procurement standards
- Strength and clarity of the proposed approach and timeline
- Quality of past work and references
- Cost estimation approach and budget-conscious design philosophy
- Technical qualifications of assigned team members
- Overall quality and responsiveness of the proposal
- Cost estimating capabilities and alignment with federal funding requirements
- Past performance and references

7. Contact Information

Olivera Wilson, DBA, (PhD), FACHE

Chief Executive Officer

Kodiak Community Health Center

 Email: owilson@kodiakchc.org

Interested parties should submit a proposal including:

- Letter of interest
- Resume or organizational qualifications
- Statement of proposed approach, timeline, and work plan
- Description of relevant past projects
- References (minimum of two)
- Fee structure (hourly or retainer-based; no project budget or estimated total required at this time)

KCHC may begin reviewing submissions on a rolling basis and reserves the right to initiate interviews and make a selection before the deadline if a highly qualified candidate is identified. Early submission is encouraged.

Additional Notes

- KCHC reserves the right to modify the scope, timeline, or selection process as needed.
- All proposals will be evaluated in alignment with federal procurement standards, including fairness, transparency, and best value.
- Final selection will consider qualifications, experience, and demonstrated understanding of similar capital projects.

Disclaimer

KCHC reserves the right to reject any or all proposals, request clarification, or negotiate terms as needed. This solicitation does not commit KCHC to award a contract or pay any costs incurred in preparation of a proposal.