



**City of Craig Cemetery Planning and Design  
Request for Proposals  
Proposals Due No Later than 2:00 p.m. October 22, 2021**

**Section 1: Scope of Work**

The City of Craig seeks proposals to complete design services at the Craig City Cemetery. The existing identified burial plots planned at the cemetery are almost full. Planning efforts are needed to identify suitable locations for new burial plots and other interment options at the site.

Design services to include:

- Identifying
  - locations for new full body burial plots;
  - examples of at least two columbarium styles or similar structure for the interment of cremated remains;
  - sites for placement of columbarium or similar structure on cemetery grounds;
  - access options for public and city groundskeepers;
  - cost estimates for recommended improvements;
- delivery of paper and .pdf and .dxf/.dwg files of work products.
- Meetings with
  - city staff to begin project;
  - general public to present existing layout and proposed changes;
  - Craig Planning Commission to present public review draft of design.

Interim and final work products:

1. Conduct pre-design meeting with the City of Craig staff.
2. Based on meeting with city staff, prepare at least two draft conceptual drawings showing the cemetery with new design features.
3. Present conceptual drawings to the public by holding at least one public meeting to take additional comment from the public regarding the proposed concept drawing. Meetings to be held evenings beginning at 6:30 or 7:00 p.m.
4. Meet with the Craig Planning Commission at one of their regularly scheduled meetings and make modifications to conceptual drawings based on input from the planning commission and public.
5. Prepare final design draft for consideration by the Craig city council.

Completion Date:

Work described in this RFP to be completed by January 31, 2022.

The City of Craig will provide the following documents related to this project:

- 1995 Cemetery layout drawing in .dwg and .pdf format
- 2021 Updated drawing showing current plot usage, in .dwg and .pdf format.

### **Section 2: Project Manager/Contact**

Questions or comments regarding this request for proposals should be directed to the City of Craig's project manager at the information below:

Brian Templin (Project Manager), Craig City Planner  
PO Box 725  
Craig, AK 99921

Email: [planner@craigak.com](mailto:planner@craigak.com)  
Phone: 907-826-3275  
Fax: 907-826-3278

### **Section 3: Proposal Deadline**

Complete, sealed proposals must be submitted to the City of Craig no later than 2:00 pm, October 22, 2021. Proposals may be hand delivered to Craig City Hall at 500 Third Street, Craig, AK 99921, or mailed to City of Craig PO Box 725, Craig, AK 99921. Proposals must be received by the city no later than the deadline shown above. Proposals may be e-mailed with prior arrangement only.

### **Section 4: Qualifications and Submittals**

In order to be responsive to this Request for Proposals, must provide copies of the following with each bid. Each item listed shall be maintained by the Contractor for the entire duration of the project.

- Professional Architect/Engineer licensed in the State of Alaska;
- Rate sheet for services as a part of the proposal.

Proposals should conform to the format shown in section 5. Proposals that do not provide all items shown in Section 5 or do not meet the minimum qualifications shown in this section shall be deemed non-responsive. Late or non-responsive quotes shall not be considered.

The City of Craig reserves the right to withdraw this request at any time, and may reject any and all proposals, in its sole discretion, and/or waive any informalities or irregularity in the bidding and/or not make an award. The City of Craig shall not compensate any firm for preparation of proposals made in response to this request.

**Section 5: Proposal Format**

Proposals should not exceed 20 pages and should be formatted as follows:

1. Brief description of firm and principals working on the project;
2. Location of the firm's principal offices and staff members assigned to the project;
3. Similar experience and projects;
4. Methodology;
5. Timeline;
6. Description of women and minority employment practices and ownership;
7. Submittals shown in Section 4.

Provide three (3) original copies of proposals with your submission.

**Section 6: Scoring Criteria**

Submitted proposals will be scored from 0 – 100 points based on the following criteria:

1. Experience and Staff.
  - a. Firm and staff experience with similar projects in Alaska (50 points).
2. Method/Timeline.
  - a. Description of methodology and ability to complete the project within the timeframe shown in the scope of work. (35 points)
3. Proximity to the project site of the office of the firm and staff person(s) assigned to the project.
  - a. Firm and assigned staff located in Alaska. (5 points)
  - b. Firm and assigned staff located in Southeast Alaska. (5 points)
4. Employment practices of the firm or person with regard to women and minorities.
  - a. Description of women or minority employment practices. (5 points)

The firm's proposal with the highest score will negotiate budget, method, timeline, and any adjustments to the project scope to meet the city's needs. In the event that the city does not feel that the highest scoring firm can meet the city's expectations within the city's budget, the city reserves the right to begin negotiations with the next highest scoring firm.