



Request for Qualifications

Citywide Roofing Consulting Services

Issue Date: June 4, 2026

Due Date: July 10, 2026

City of Unalaska
Department of Public Works
P.O. Box 610
Unalaska, Alaska 99685
907-581-1260

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Unalaska, the 12th largest incorporated city in Alaska, is located 800 miles southwest of Anchorage, just 50 miles from the Great Circle route. Nestled in the heart of the rich North Pacific/Bering Sea fisheries, our community is a vibrant blend of industry and history. With 44 miles of roads connecting our port, harbors, and private docks to local businesses and a thriving residential community of 4,113 residents, we are dedicated to supporting one of Alaska's busiest and most prosperous coastlines. For over 30 years, Unalaska's economy has primarily relied on commercial fishing, seafood processing, fleet services, and marine transportation. The Port of Dutch Harbor is the only deep-draft, ice-free port from Unimak Pass west to Adak and north to the Bering Strait's headwaters. Designated as a "Port of Refuge," it offers year-round protection for disabled or distressed vessels, along with ground and warehouse storage and transshipment opportunities for the thousands of vessels fishing or transiting the waters around the Aleutian Islands. Each year, over 1.7 billion pounds of frozen seafood are shipped to domestic and international markets in North America, Europe, and Asia, making the Port of Dutch Harbor the nation's leader in the quantity of catch landed and consistently ranking first or second in the nation in catch value for over 25 years.

I. GENERAL

The City of Unalaska (the "City") is seeking Statements of Qualifications ("SOQs") from qualified engineering and/or architectural firms ("Respondents") to provide professional roofing assessment, design, bidding, and construction administration services for a phased roof replacement and rehabilitation program. The City is interested in firms with demonstrated experience delivering roofing and building envelope projects in remote, marine, and harsh-weather environments with limited construction seasons and complex logistics requirements.

The City currently anticipates twenty-seven (27) municipal buildings requiring varying levels of roof rehabilitation, replacement, drainage improvements, waterproofing upgrades, and related roof improvements over an anticipated ten (10) year period.

The SOQs must be received by **4:00 pm on Friday, July 10, 2026**, at the City Hall Clerk's Office by mail, in person drop-off, or by email.

City of Unalaska
Office of the City Clerk, Estkarlen Magdaong
P.O. Box 610
43 Raven Way
Unalaska, Alaska 99685
Tel. 907-581-1251
emagdaong@unalaska.gov
esevilla@unalaska.gov

OR

Marc Kielmeyer, Project Manager
mkielmeyer@unalaska.gov

Any SOQ received after the time and date specified may not be considered. An electronic copy of the RFQ documents may be obtained from the City of Unalaska website: <http://www.unalaska.gov/rfps>

All questions about this Request for Qualifications must be directed to Marc Kielmeyer, Project Manager.

City of Unalaska
Marc Kielmeyer, Project Manager
Phone: (907) 581-1260
mkielmeyer@unalaska.gov

Each SOQ must be submitted in accordance with the Submission Requirements as prescribed in Section IV of this RFQ.

A pre-proposal conference will be held on **June 19, 2026 at 2:00pm AKST** and can be attended telephonically via MS Teams:

Link: <https://teams.microsoft.com/meet/2865331775442?p=uFx7VhGWtrH4hECwBn>
Meeting ID: 286 533 177 544 2
Passcode: aQ7pN6s9
Dial in by phone: +1 332-249-0602,,387437266#
Phone conference ID: 387 437 266#

II. SCOPE OF SERVICES

The City of Unalaska maintains several facilities that support critical public operations and community services. Several facilities have experienced roof deterioration due to age, weather exposure, and poor maintenance. The city has completed initial roof condition assessments and developed a preliminary roof priority list identifying facilities requiring rehabilitation or replacement. The City anticipates implementation of projects over multiple fiscal years as funding becomes available.

The selected Consultant will assist the City in implementing a long-term improvement program intended to extend facility service life, reduce long term-maintenance costs, improve weather resistance, address life safety and code compliance concerns, improve energy efficiency where practical, standardize roofing details and specifications where appropriate, develop construction-ready bid documents for phased implementation as well as contract administration and inspection during construction.

The City would like to contract with the selected consultant for an initial period of five years with the option to extend the agreement on a yearly basis.

The City intends to issue individual task orders for specific buildings or groups of buildings over time.

The selected firm will provide professional engineering and/or architectural services which may include, but are not limited to, the following:

- **Roof Assessments & Existing Condition Verification**

Review available roof condition reports and perform additional field investigations as necessary to design project plans and bid documents. Services may include:

- Site visits and visual inspections
- Moisture investigations
- Core sampling coordination
- Review of drainage conditions

- Review of roof-mounted equipment impacts
- Documentation of deficiencies
- Identification of temporary repair needs

• **Roofing System Design**

Develop design solutions for roof rehabilitation and replacement projects. Services may include:

- Schematic design
- Design development
- Roofing system selection recommendations
- Insulation and thermal performance analysis
- Drainage improvements
- Flashing and waterproofing details
- Roof access and safety improvements
- Coordination with rooftop mechanical/electrical equipment
- Preparation of technical specifications
- Preparation of stamped construction documents

• **Structural & Building Envelope Coordination**

Provide structural and building envelope evaluations related to roofing improvements, including:

- Structural review of roof framing where necessary
- Snow load considerations
- Wind uplift considerations
- Building envelope coordination
- Waterproofing transitions
- Exterior wall and parapet interface coordination

• **Cost Estimating & Capital Planning Support**

Assist the City with project budgeting and long-term planning, including:

- Preliminary opinion of probable construction costs
- Phasing recommendations
- Lifecycle cost evaluations
- Budget forecasting
- Prioritization assistance
- Funding strategy support

• **Permitting & Regulatory Coordination**

Provide support for applicable permitting and code compliance requirements, including:

- Applicable building code review
- Coordination with regulatory agencies
- Permit support documentation
- Energy code considerations

• **Bid & Procurement Support**

Assist the City during contractor procurement phases, including:

- Preparation of bid-ready documents
- Bid schedule development
- Technical specification preparation
- Addenda support
- Responses to bidder questions
- Bid review and technical evaluation support
- Recommendation of award support

- **Construction Administration Services**

Provide construction administration support during project implementation, which may include:

- Submittal review
- Requests for Information (RFI) review
- Periodic site observations
- Coordination meetings
- Change order review
- Punch list preparation
- Project closeout assistance
- Warranty documentation review

Construction contract administration and inspection

- **Program Management & Standardization**

The City desires consistency across projects implemented over the duration of the roofing program. The Consultant may be asked to:

- Develop standardized roofing details and specifications
- Maintain project records and historical documentation
- Assist with asset management tracking
- Coordinate sequencing between annual projects
- Provide annual program status updates
- Assist with future project prioritization adjustments

III. SERVICES TIMELINE

1. Submittal of Statement of Qualifications due: July 10, 2026 @ 4:00pm.
2. Interview selected finalists: Starting the week of July 13, 2026 (if required).
3. Anticipated performance period: The City will issue task orders on an annual basis to the chosen respondent of this RFQ for design work of specific building roofs over an approximate five (5) year program duration.

IV. SUBMISSION REQUIREMENTS

Statement of Qualifications Submission

SOQs must be received by **4:00 pm on Friday, July 10, 2026**, at the City Hall Clerk's Office by mail, in person drop-off, or by email.

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43 Raven Way
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mkielmeyer@unalaska.gov

Any SOQ received after the time and date specified may not be considered. It is the Respondent's sole and independent responsibility to timely submit their SOQs and Respondents assume the risk of delays in delivery of mail. Note that mail service to Unalaska is regularly delayed due to bad weather. The City may, in its sole discretion, relax or extend the submission deadline. The Request for Qualifications shall remain open for at least 30 days. A contract, if any, shall be awarded based on evaluation of Statements of Qualifications by the City (see Section V – Evaluation & Criteria).

Questions

All questions or inquiries should be directed to:

City of Unalaska
Marc Kielmeyer, Project Manager
Phone: (907) 581-1260
mkielmeyer@unalaska.gov

Interested firms must submit a **Statement of Qualifications (SOQ)** containing:

1. Introduction Letter – A cover letter introducing the firm and its interest in providing professional roofing assessment, design, and construction administration services to the City of Unalaska, including an understanding of the City's long-term roofing improvement program.
2. Firm Background & Experience – An overview of the firm's history, areas of expertise, and experience with municipal roofing projects, public facility rehabilitation, deferred maintenance programs, or similar capital improvement work.
3. Past Projects & References – Summaries of at least three (3) relevant projects completed within the past ten (10) years, including a summary of the project scope, methodology, challenges, and outcomes. Include at least one client reference with contact information for each past project.
4. Staffing Capacity – A description of the firm's organizational capacity, available resources, current workload, and ability to support multiple phased projects over the duration of the roofing program.

5. Personnel Qualifications – Resumes and qualifications of key personnel proposed for the program, including project management, roofing/building envelope design, structural engineering, and construction administration staff.
6. Technical & Program Management Approach – A description of the firm’s approach to delivering phased roofing projects over a multi-year program, including quality control, project coordination, scheduling, budgeting support, standardization of details/specifications, and construction administration.
7. Sample Deliverables – Provide representative examples of similar work products prepared for comparable projects. Examples may include:
 - Roof assessment reports
 - Roofing system recommendations
 - Construction details and specifications
 - Cost estimate formats
 - Capital improvement planning documents
 - Bid package examples
 - Construction administration reports
 - Quality assurance documentation.
8. Optional: Grant opportunities and support – Firms may provide information regarding their experience and capabilities to assist the Owner in identifying, evaluating, and supporting potential grant and external funding opportunities related to roofing and facility capital improvement projects.

Page Limit: 20 pages (excluding cover page and dividers).

V. EVALUATION & CRITERIA

The City’s Project Manager will appoint the Evaluation Team from among the City of Unalaska staff. The entire scoring procedure, including Evaluation Team meetings and scoring materials, will be held strictly confidential until after negotiations are concluded. All Evaluation Team members will be required to certify that they have no conflicts of interest and that they will strictly adhere to the procedures described herein. The evaluation process is as follows:

1. City of Unalaska receives SOQs
2. Evaluation Team evaluates SOQs according to the established criteria
3. Negotiate a final scope of work, project schedule, and fee schedule with the firm with the highest scoring proposal. The contract will be in the form of Attachment A - Agreement for Consulting and Related Services.

Evaluation of each category will consider the extent to which the Respondent’s SOQ clearly and effectively addresses the City’s needs. Responses should address the following criteria:

Firm Background and Experience (40 pts):

- Experience with roofing assessment, design, and construction administration
- Experience with building envelope systems and roof rehabilitation or replacement projects
- Experience delivering work for public-sector or municipal clients
- Experience with occupied facility renovations and phased construction
- Experience with facility renovations in Alaska or remote locations
- Response from References

Staffing Capacity (10 pts):

- Ability to support multiple concurrent task orders
- Current workload and availability of key personnel
- Depth of supporting staff and in-house resources
- Ability to sustain staffing over a multi-year program

Personnel Qualifications (25 pts):

- Qualifications and experience of proposed project manager and key technical staff
- Demonstrated roofing/building envelope expertise
- Structural engineering and construction administration capabilities
- Experience of assigned personnel on similar projects

Technical and Program Management Approach (25 pts):

- Approach to managing a phased, multi-year roofing program
- Quality control and quality assurance processes
- Methods for budgeting, scheduling, and cost control
- Approach to standardizing details and specifications across multiple buildings
- Construction administration approach and communication with the City

Additional consideration may be given to an interview, if held.

Statement of Qualifications Selection

- A. The City reserves the right to reject any or all SOQs received. The selection of a successful SOQ shall be at the sole discretion of the City of Unalaska. No proposed agreement between the City and any Respondent shall be effective until approved by the City Council of the City of Unalaska and signed by the City Manager or authorized City official.
- B. The City is not liable for any costs incurred by Respondents in preparing or submitting SOQs. In submitting a SOQ, each Respondent acknowledges that the City shall not be liable to any person for any costs incurred therewith or in connection with costs incurred by any Respondent in anticipation of City Council action approving or disapproving any agreement without limitation.
- C. If the Contract is to be awarded, it will be awarded to the most qualified Respondent ("Consultant") whose evaluation by the City indicates to the City that the award will be in the best interests of the City.
- D. Nothing in this Request for Qualifications or in subsequent negotiations creates any vested rights in any person.
- E. Payment will be made upon receipt of detailed invoices listing specific activities for which the charge is being made.
- F. The Consultant shall fulfil its obligations hereunder as an independent contractor of the City. The City may administer the contract and monitor the Consultant's compliance with its obligations hereunder. The City shall not supervise the Consultant other than as provided in this section; provided, however, that nothing in this paragraph shall preclude the City from insisting on complete and timely performance of obligations under the contract.
- G. Nondiscrimination: The Consultant will not unlawfully discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, marital status, or mental or physical handicap.

- H. The Consultant shall state, in all solicitations for employees to work on contract jobs, that all qualified applicants will receive consideration for employment without unlawful discrimination based upon race, color, religion, national origin, ancestry, age, sex, marital status, or mental or physical handicap.
- I. Permits, Laws and Taxes: The Consultant shall acquire and maintain in good standing all permits, licenses, and other entitlements necessary to its performance under this contract, including a city business license. All actions taken by the Consultant under this contract shall comply with all applicable statutes, ordinances, rules, and regulations. The Consultant shall pay all taxes pertaining to its performance under this contract.

VI. GENERAL REQUIREMENTS

Examination of Request for Qualification Documents

- A. It is the responsibility of each Respondent before submitting a Statement of Qualifications:
 - 1. To examine thoroughly the RFQ Documents and other related data identified in the RFQ documents;
 - 2. To study and carefully correlate Respondent's knowledge and observations with the RFQ documents and such other related data;
 - 3. To promptly notify the City of all conflicts, errors, ambiguities or discrepancies, which Respondent has discovered in or between the RFQ Documents.
- B. The submission of a SOQ will constitute an incontrovertible representation by Respondent:
 - 1. That Respondent has complied with every requirement of this Request for Qualifications;
 - 2. That the SOQ is premised upon providing an accurate representation of qualifications and other materials required by the RFQ documents;
 - 3. That Respondent has given the City written notice of all conflicts, errors, ambiguities, and discrepancies that Respondent has discovered in the RFQ documents and the written resolution thereof by the City is acceptable to Respondent;

Interpretations and Addenda

- A. All questions about the meaning or intent of the RFQ documents are to be directed to the City. Interpretations or clarifications considered necessary by the City in response to such questions will be issued by Addenda and will be posted to the City website to all parties recorded by the Issuing Office as having received the SOQ. Questions received less than 6 days prior to the SOQ submission due date may not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.
- B. Addenda may also be issued to modify the RFQ documents as deemed advisable by the City.

Modifications and Withdrawal of SOQ

- A. Prior to the time and date designated for SOQ submission deadline, any SOQ submitted may be withdrawn by notice to the party receiving SOQs at the place designated for receipt of SOQs. Such notice shall be in writing with the signature of the Respondent. SOQ modifications must be sent to the office to which the original SOQ is delivered or sent.

- B. If, within 48 hours after the SOQ submission deadline, any Respondent files a duly signed, written notice with the City and promptly thereafter demonstrates to the satisfaction of the City that there was a material and substantial mistake in the preparation of its SOQ, that Respondent may withdraw its SOQ. Whether a SOQ may be withdrawn pursuant to this paragraph shall be determined solely by the discretion of the City.

VII. CONTRACT AWARD & OTHER ITEMS

Signing of Agreement

When the City gives a Notice of Award to the successful Respondent, it will be accompanied by the Contract, with other Contract Documents attached. Within 10 days thereafter, the Respondent shall sign and deliver the Contract. Thereafter, the City shall deliver one fully signed counterpart to Respondent. The form of the Contract is attached hereto as Attachment A.

Insurance

The successful Respondent will be required to provide City with the appropriate insurance coverage. Please see Attachment B.

RFQ Acknowledgement:

In submitting this SOQ, Respondent represents that Respondent has familiarized itself with the nature and extent of the RFQ documents, requirements, and all local conditions prescribed by this RFQ.

Respondent has given the City written notice of all conflicts, errors, ambiguities, or discrepancies that it has discovered in the RFQ documents and the written resolution thereof by the City is acceptable to Respondent, and the RFQ documents are generally sufficient to indicate and convey understanding of all required materials expected of the Respondent to be submitted as part of the Statement of Qualifications in response to this RFQ.