

**SOUTH PENINSULA HOSPITAL
REQUEST FOR PROPOSAL
Gravel Parking Lot Development
4135 Hohe St., Homer, AK 99603
Issued: May 1, 2026**

1. Overview

South Peninsula Hospital (SPH) is seeking qualified contractors to prepare and convert an existing open lot, formerly a residential construction site, into a functional gravel parking area. The Contractors shall furnish all labor, equipment, materials, and supervision necessary to grade, prepare, and install a compacted gravel surface suitable for vehicle parking.

The completed parking lot shall provide maximum practical parking capacity, safe vehicle circulation, and proper drainage to prevent standing water and long-term surface deterioration.

2. Inquiries

Questions regarding this RFP must be directed in writing to Harrison Smith, hsm@sphosp.org. All emails must identify the RFP title in the subject line, include the contact information for the person submitting the question, and indicate the relevant RFP section number. All questions must be submitted using this format and must be received no later than 5:00pm Alaska Standard Time (AKST), May 22, 2026.

SPH will review the submitted questions and respond to all inquiries in writing by replying via email to all inquirers and interested Contractor. Emails will provide every question received and each accompanying response. This will ensure all potential Contractors receive the same information.

3. Background Information

SPH is a full-service hospital serving the Southern Kenai Peninsula, licensed for 22 medical beds and 28 nursing home beds, primarily located at 4300 Bartlett St., Homer, AK 99603, with various satellite locations located within close proximity to the hospital.

4. Parties

For purposes of this RFP process and any subsequent agreement, the Parties are defined as:

4.1 South Peninsula Hospital (SPH)

4.2 Contractor - the Contractor is an independent contractor and represents that Contractor is fully qualified to complete the Scope of Work set out under any subsequent agreement.

5. Proposal Submission Requirements

All Contractors interested in submitting a proposal in response to this RFP must adhere to the following requirements. Failure to do so may result in SPH deeming the proposal to be non-responsive and therefore not eligible for consideration.

5.1 Proposal Submittal Items

Contractors must only submit one proposal, follow the format outlined below, and Clearly identify each of the following four criteria within the submittal.

- a) **Cover Letter** – submit a cover letter on company letterhead that includes the following:
 1. The company’s legal name and contact information.
 2. An overview of the company’s qualifications and experience relevant to the scope of work defined herein.
 3. The letter must be signed by an authorized company representative and include that person’s contact information.

- b) **Scope of Work** – submit a written, detailed description of how Section 6 Scope of Work will be accomplished, addressing all items of relevance within that requirement. Please refrain from using marketing material in this part of the proposal.

- c) **Price** – submit a written price proposal to provide the good(s) or service(s) as specified herein. The proposed price must include all of the Contractor’s costs associated with providing the good(s) and/or service(s) as called for within this RFP and including, but not limited to, wages, administrative overhead, equipment, materials, travel, transportation, lodging, and other similar costs unless stated otherwise. No other costs will be considered for payment.

All proposals will become the property of SPH and may be returned only at the option of SPH. Any information marked as proprietary or confidential will be held in confidence to the greatest extent possible.

5.2 Walk-Through

Contractors are encouraged to schedule a pre-bid walk-through prior to the submission of an RFP response. Walk-throughs can be scheduled with the Facilities Director, Harrison Smith, by emailing hsm@sphosp.org.

5.3 Proposal Submission Deadline

To be considered, a complete proposal package must be received by SPH by the deadline via either of the following methods:

- a) Hand delivered or mailed to: South Peninsula Hospital

Attention: Harrison Smith
4300 Bartlett St.
Homer, AK 99603

- b) Electronically transmitted to: hsm@sphosp.org

The deadline for submission is 5:00 PM Alaska Time, May 29, 2026. Any proposals received after the deadline may not be accepted. Proposals sent via email should be sent as a single PDF document format, with the RFP title noted in the subject line.

5.4 Proposal Preparation Cost

SPH shall not be responsible for any costs associated with preparing and/or submitting a proposal in response to this RFP, in any manner or for any reason.

5.5 Proposal Validity

A Contractor's price proposal will remain valid for 45 calendar days from the RFP submission deadline or until an award is made to the successful Contractor, whichever is sooner. No price proposal will be accepted if marked "price prevailing at time of delivery", "estimated price", or something similar. All price proposals must be in US dollars.

6. Scope of Work

6.1 Project Overview

SPH is seeking qualified contractors to prepare and convert an existing open lot, formerly a residential site, into a functional gravel parking area. The Contractors shall furnish all labor, equipment, materials, and supervision necessary to grade, prepare, and install a compacted gravel surface suitable for vehicle parking.

The completed parking lot shall provide maximum practical parking capacity, safe vehicle circulation, and proper drainage to prevent standing water and long-term surface deterioration.

6.2 Site Preparation

The Contractors shall perform all necessary site preparation activities including:

- Clearing and removal of vegetation, debris, and unsuitable surface materials.
- Stripping of topsoil or organic materials as required to establish a stable subgrade.
- Rough grading of the lot to create a level and stable parking surface.
- Preparation and compaction of the subgrade prior to placement of gravel materials.

All excess materials shall be disposed of in accordance with local regulations unless otherwise directed by SPH.

6.3 Grading and Drainage

The Contractors shall grade the lot to ensure proper drainage and long-term durability.

Requirements include:

- Establish an overall slope of approximately 2%–4% to promote surface drainage.
- Prevent standing water or drainage toward adjacent structures or neighboring properties.
- Shape the lot to allow water runoff to appropriate drainage areas or ditches.
- Ensure finished grading provides a smooth and consistent parking surface.

The Contractors shall be responsible for identifying any drainage concerns and proposing reasonable solutions if site conditions require additional work.

6.4 Aggregate Base Installation

The Contractors shall supply and install a compacted gravel surface suitable for vehicle traffic and parking.

Material requirements:

- Crusher run gravel (½ inch) or approved equivalent
- Material shall be free of organic matter and excessive fines.
- Installation requirements:
- Gravel shall be placed in lifts as necessary to achieve proper compaction.
- Each lift shall be mechanically compacted to create a stable surface suitable for passenger vehicle use.
- The finished surface shall be smooth, level, and properly compacted to minimize rutting and settlement.

Contractors shall specify total installed depth of aggregate in their proposal.

6.5 Parking Layout

The Contractors shall utilize the available lot area to create the maximum number of practical parking spaces while maintaining safe vehicle movement.

Contractor responsibilities include:

- Designing a practical parking configuration based on the available space.
- Providing adequate circulation within the lot.
- Ensuring safe entry, exit, and maneuvering areas.
- If recommended, the contractor may propose:
 - wheel stops
 - parking markers
 - or other basic parking delineation as optional additions.

6.6 Entrance and Exit Construction

The Contractors shall construct a clearly defined entry and exit point to the parking lot.

Work may include:

- Grading of the access point
- Placement of gravel or reinforcement material
- Ensuring safe vehicle ingress and egress
- Contractors shall ensure the entrance ties smoothly into the existing roadway or access point.

6.7 Contractor Responsibilities

The selected Contractors shall be responsible for:

- Providing all labor, equipment, and materials required for the project.
- Coordinating delivery and staging of materials.
- Maintaining safe work conditions throughout the project.
- Protecting adjacent areas from damage during construction.
- Final site cleanup and removal of construction debris.

6.8 Project Completion

Upon completion, the Contractors shall ensure:

- The lot is properly graded and drained.
- The gravel surface is evenly compacted.
- Access points are safe and functional.
- The site is clean and ready for use.

6.9 Conceptual Parking Layout Submission

Each Contractor shall include with their proposal a simple conceptual layout of the proposed parking area based on the available site space.

The conceptual layout does not need to be an engineered drawing but should clearly illustrate the contractor's recommended configuration for the parking lot.

The layout should include, at minimum:

- Proposed parking space arrangement
- Estimated number of parking spaces
- Entry and exit locations
- Vehicle circulation paths
- Approximate lot boundaries and usable area
- Any recommended drainage direction or grading approach

The purpose of the conceptual layout is to demonstrate how the contractor intends to maximize parking capacity while maintaining safe vehicle access and proper drainage.

The SPH will review proposed layouts as part of the bid evaluation process to ensure the design provides practical functionality and efficient use of the available space.

Contractors may submit the layout as:

- A marked-up aerial image
- A hand sketch
- A basic CAD drawing
- Any other clear visual format

The SPH reserves the right to request adjustments to the selected contractor's layout prior to final construction.

7. General Requirements

7.1 Term of Service

Any subsequent agreement resulting from this RFP shall be effective from the date of execution of the agreement through the end of the agreement term.

7.2 Termination

Any subsequent agreement resulting from this RFP shall terminate at the end of the agreement term, unless terminated earlier as provided:

a) Termination for Convenience. Either Party may terminate any agreement without penalty or any obligations to the other Party upon thirty (30) days prior written notice, for any reason or for no reason.

b) Termination for Default. Either party may terminate any agreement in the event of a material default by the other party, provided the defaulting party is first given notice of the default and an opportunity to cure. The period to cure a monetary default shall be at least thirty (30) days from receipt of the notice of default, and the period to cure a non-monetary default shall be at least thirty (30) days from receipt of the notice of default.

c) Termination for Non-Performance. If SPH determines the Contractor has refused to provide the service or has failed to provide the service with such diligence as to ensure its successful and prompt completion, SPH may, by providing written notice to the Contractor, terminate any agreement.

d) Procedures after Termination. Upon termination for Default or Non-Performance, Contractor shall provide SPH with a detailed invoice of all current charges up to the date of termination. Upon approval of the invoice, SPH shall pay Contractor for charges up to the date of termination.

7.3 RFP Modification

SPH reserves the right to:

- a) Modify or otherwise alter any or all of the requirements herein. In the event of a modification, Contractors will be given an equal opportunity to modify their proposals as identified in writing by SPH.
- b) Reject any proposal not adhering to the requirements set forth within this RFP, either in whole or in part.
- c) Reject any or all proposals received.
- d) Terminate this RFP at any time, without reason.

7.4 Order of Precedence in the Event of a Conflict

All terms and conditions herein shall be incorporated into the award along with the Contractor's proposal. Any change to any subsequent agreement must be through a written amendment agreed upon by both Parties.

7.5 Independent Vendor Relationship

The Parties agree and understand that in the performance of services under any subsequent agreement, the Contractor is an independent contractor and not an employee of South Peninsula Hospital. The Parties do not intend to create, nor shall a subsequent agreement be deemed or construed to create an employment relationship between the Parties. Contractor is responsible for, at his or her own expense, demonstrating proof of licensure for any required licenses, insurance, and for the payment of federal, state and local taxes or fees necessary or attributable to the services being provided.

7.6 Operating Standards

For the duration of the proposal period and any subsequent agreement, both Parties will: comply with all applicable local, state, and federal regulations, comply with the requirements of the agreement; and work in a manner that is ethical and respectful. During the term of the agreement, the Parties shall comply with any changes to applicable local, state or federal regulations as well as changes to the agreement as agreed upon by amendment.

Additionally, Contractor has not been and will not be charged with, convicted of, or plead “guilty,” “no contest,” or “nolo contendere” to any crime that would disqualify Contractor from performing services under an agreement pursuant to the Alaska Barrier Crimes Act, AS 47.05.300 et seq., and the associated regulations, 7 AAC 10.010 et seq.; and

Contractor certifies he or she is not on a Federal exclusion list, including the Office of Inspector General’s Exclusion Database.

7.7 Subcontracting

The Contractor must disclose to SPH the use and identity of all subcontractors it uses in carrying out the requirements herein. SPH reserves the right to approve all subcontractors if it so chooses. The Contractor is solely responsible for the satisfactory performance of and compensation to any and all subcontractors.

7.8 Insurance

The Contractor shall have, maintain, and provide proof of Commercial General Liability Insurance, with coverages of \$1,000,000 each occurrence and \$3,000,000 in aggregate, and Workman’s Compensation Insurance, in addition to any applicable insurance required by the State of Alaska. The Contractor must provide SPH with proof of the insurance required herein, with SPH as additional insured. The Contractor shall be financially responsible for all deductibles, costs, and self-insured retention’s and/or self-insurance required herein.

7.9 Ownership of Work Product

To the extent a proposal or agreement requires the Contractor to produce goods, tangible objects or original intellectual property of any kind, including but not limited to written reports, memoranda, documents, files, medical records, and other documents and files, including graphs, charts, plans, illustrations, artwork, photographs, video recordings or audio recordings

of any kind, regardless of the medium in which such products are recorded (print or electronic), all ownership and copyright interests in such work product shall belong to South Peninsula Hospital.

7.10 Records

Contractor shall retain all books, documents, records and other material relevant to this RFP or any subsequent agreement, including any and all appendices, for a period of not less than **three** (3) years following the expiration or termination of the proposal period or any subsequent agreement term.

7.11 Indemnification

Except in the case of the sole negligence or willful misconduct of SPH, the Contractor shall indemnify, defend and hold harmless SPH, and SPH's officers, agents, and employees from and against any and all liability, claims, damages, losses, expenses, actions, attorney fees and costs and lawsuits whatsoever (including without limitation all claims involving damage to real or personal property, civil rights claims, or claims of infringement of a patent, copyright, trade secret or trademark) caused by or arising out of the performance, acts, or omissions under this RFP by the Contractor or any of its officers, agents, representatives, employees or subcontractors, or arising from or related to a failure to comply with the requirements herein, and/or applicable state or federal statute, law, regulation, or rule.

7.12 Dispute Resolution

The Parties agree to enter into good faith negotiations to resolve any disputes that arise out of or relate to this RFP or any subsequent agreement. If such a dispute cannot be settled through negotiation, the Parties agree to the following:

- a) **Notice of Dispute.** The Parties shall attempt to resolve any dispute, claim or controversy arising under, out of or in connection with an agreement (a "Dispute") amicably. In no event shall any Party commence any judicial or arbitral proceeding against another Party without first providing to the other Party to the Dispute written notice of the Dispute with sufficient detail, including reference to the contractual provisions at issue, to allow the other Party to evaluate the dispute and negotiate its resolution.
- b) **Executive Escalation.** Upon receipt of a Notice of Dispute, the Dispute will be referred to the executive management representatives designated by each Party ("Executive Escalation"). Such representatives shall meet in person or by telephone (including videoconference) and in good faith attempt to settle the Dispute.
- c) **Binding Arbitration.** If the Dispute has not been resolved by Executive Escalation for any reason (including a refusal by one or more Parties to participate in negotiations and discussions), within ninety (90) days (which timeframe may be extended as mutually agreed by the Parties) of receipt of a notice of Dispute, either Party may refer the Dispute to final and binding arbitration administered under the commercial rules of the American Arbitration Association ("AAA"), including its

expedited procedures, except as modified herein, by sending a written notice of its intent to arbitrate to the other Party, (the "Notice of Arbitration"). The place of arbitration shall be in Homer, Alaska.

7.13 Confidentiality

The Contractor agrees and understands that all information relating to the business of SPH, including but not limited to financial information, employee and personnel information, that Contractor learns during the course of gathering or providing information pertaining to this RFP or services under the terms of any subsequent agreement are confidential information belonging to SPH and not to Contractor. Contractor agrees not to divulge, disclose or communicate any information relating to the business of SPH learned or gained during the course of providing a proposal or services, directly or indirectly, to any person, Contractor or corporation, without the express written consent of SPH.

7.14 Entire Agreement

The Parties agree that any subsequent agreement will contain the entire agreement between the Parties with regard to services and any subsequent agreement will supersede any prior agreement, written or oral, between them with regard to these services. The Parties acknowledge they will have ample opportunity to review the terms of any subsequent agreement and consult with legal counsel if so desired.

7.15 Extension, Modifications, and Amendment

Any subsequent agreement may be extended, modified or amended only by the written agreement of the Parties.

7.16 Severability

If any part of any subsequent agreement is found to be invalid, that provision shall be interpreted to the fullest extent possible so as to be valid and effective, and the remaining provisions of any subsequent agreement shall continue in full force and effect.

7.17 Waiver

A Party's non-enforcement of any provision of any subsequent agreement shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of any subsequent agreement.

7.18 Notices

Notices under any subsequent agreement shall be in writing, and may be delivered in person, by mail or by facsimile email to the addresses provided.

7.19 No Assignment

Contractor's services to be rendered under a subsequent agreement are unique and personal. Accordingly, Contractor may not assign any subsequent agreement or any of Contractor's duties and responsibilities under any subsequent agreement to any other person or entity without the express, prior written consent of SPH.

8. Price and Payment

8.1 Proposal Price

The Contractor must submit a written price proposal to provide the good(s) and/or service(s) as specified herein. The proposed price must include all of the Contractor's costs associated with providing the good(s) and/or service(s) as called for within this RFP and including, but not limited to, wages, administrative overhead equipment, materials, travel, transportation, lodging, and other similar costs unless stated otherwise. No other costs will be considered for payment.

8.2 Payment

The Contractor shall be paid for actual work completed in accordance with the requirements herein and the accepted price proposal. The total amount to be paid to the Contractor shall not exceed the Contractor's quoted amount, unless otherwise specifically agreed to in advance with supporting justification and in writing by both parties.

Payment to the Contractor is contingent on the Contractor delivering a bill or invoice to the SPH on a monthly basis. SPH retains the right to require additional documentation to support the submitted invoice. SPH will provide payment to the Contractor within 30 calendar days of acceptance of the invoice.

9. Conflict of Interests

The Contractor certifies that to the best of their knowledge there is no conflict of interest involving a SPH official or employee, including:

- A. No SPH employee's immediate family member has an ownership interest in Contractor's company or is deriving personal financial gain from a subsequent agreement.
- B. No SPH official or employee's immediate family member has an ownership interest in Contractor's company or is deriving personal financial gain from this contract.
- C. No retired or separated SPH official or employee who has been retired or separated from the organization for less than one (1) year has an ownership interest in Contractor's company.
- D. No SPH official or employee is contemporaneously employed or prospectively to be employed with the Contractor.
- E. Contractor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any SPH official or employee to obtain or maintain an Agreement or similar contract.

Contractor must disclose any relationship with any SPH official or employee.

10. Evaluation and Selection

Proposals will be evaluated by SPH staff based upon the responsiveness to the submission requirements described in Section 6, and in any other manner deemed appropriate by SPH to determine the proposal most advantageous to SPH, including at least three references for similar projects and/or experiences in Alaska, as well as information pertaining to key personnel and equipment.

SPH reserves the right to waive informalities and minor inaccuracies. SPH reserves the right to reject any and/or all proposals which it deems to be not in the best interests of SPH and to proceed with the next proposer or to utilize an entirely different process at any time during the process.

10.1 Evaluation Process

- a) A committee of individuals representing SPH will perform evaluations of the proposals.
- b) SPH reserves the right to award a contract solely on the written proposal.
- c) SPH also reserves the right to request oral interviews with the highest ranked Contractors (short-list). The purpose of the interviews with the highest ranked Contractors is to allow expansion upon, and possible refinement of, the written responses.
- d) If interviews are conducted, a maximum of five (5) Contractors will be short-listed. A second score sheet will be used to score those Contractors interviewed.
- e) The final recommendation for selection will be based on the total of all evaluators scores achieved on the second rating. The same categories and point ranges will be used during the second evaluation as for the first.

The evaluation committee will forward a recommendation for contract award based on points awarded. The Contractor, whose proposal is ranked highest, may be invited to enter into final negotiations with SPH for the purposes of contract award.

10.2 Criteria

The criteria to consider during evaluations, and the associated point values, are as follows:

1.	Experience/Qualifications	20 points
2.	Quality of Written Proposal	20 points
3.	Available Resources	20 points
4.	Cost	<u>40 points</u>

10.3 Selection Process

The Contractor with the highest total evaluation points may be invited to enter into contract negotiations with SPH. If an agreement cannot be reached with the highest ranked Contractor, SPH shall notify the Contractor and terminate the negotiations. If proposals submitted by one or more other Contractors are determined to be qualified, negotiations may then be conducted with such other Contractors in the order of their respective rankings. This process may continue until successful negotiations are achieved. SPH reserves the right to reject any and all proposals submitted