

## Reimagining the Mat-Su Health Foundation's Office Building and Workspace

### Scope of Work

#### I. Need

The Mat-Su Health Foundation is looking for a contractor to work with Leadership to reimagine the Foundation's office building and workspaces and; make recommendations for space planning inclusive of a phased implementation approach. The recommendations should be based on clear criteria collectively determined by the contractor, MSHF Leadership and other key internal stakeholders.

The initial strategy session has a preferred scheduling window of sometime between February 2, 2024, and March 1, 2024.

#### II. Background Objectives

The MSHF built and moved into a new 46,000 square-foot building in June of 2018. The building is located at 777 N. Crusey Street, Wasilla, AK 99654. In addition to providing work and office space for the Foundation's staff members, the facility exists to build community and create spaces that connect and unite people.

Currently, the two-story facility houses 31 MSHF staff members who occupy 10,756 square feet of office space on both floors, 1,849 square feet on the Ground Level, Floor 1 and 8,907 square feet on Floor 2 respectively.

Additionally, there is a 1,171 square feet Community Conference Center on the Ground Level, Floor 1 and the Foundation is managing 12 active leases with the community partners noted below:

Tenant	Square Feet	Initial Lease Date	Lease Expires
Onward & Upward	130	12/1/2018	11/30/2023
Alzheimer's Resource Agency of Alaska	3,089	12/1/2018	11/30/2023
JOIN (formerly Valley Interfaith Action)	130	1/1/2019	12/31/2023
Cache Integrity Services	716	9/1/2020	12/31/2023
thread	130	3/1/2019	2/28/2024
Stone Soup Group	130	8/27/2019	2/28/2024
LINKS Resource Center	2,620	5/1/2018	4/30/2024
Alaska Family Services (AFS)	6,409	8/1/2021	7/31/2026
Central Valley Dental	1,800	5/21/2021	4/30/2031
AK Primary Care Association	258	7/1/2020	N/A Month to month
Youth 360 (United Way)	160	2/27/2019	N/A Month to month
Alaska Legal Services	130	5/1/2018	N/A Month to month

There's an additional 2,184 square feet of unutilized, vacant space on Ground Level, Floor 1.

Within the next year, the Foundation is expected to hire seven Full-Time Employees (FTEs). However, in its current configuration, there is limited-to-no space to accommodate neither the known seven FTEs nor any unanticipated future FTE growth beyond 2024.

### **III. Focus for Strategy Sessions**

Beginning with a blank canvas and prioritizing the Foundation's commitment to equity, inclusivity and business function optimization, the MSHF Executive Leadership Team would like to convene a series of strategy sessions to;

- Evaluate current space utilization and allocation
- Interview MSHF Directors and other key stakeholders
- Ideate how space can be reimaged to accommodate current staff, future growth and community partnerships and engagement
- Learn about new and innovative best practices industries are adopting to create efficient, inviting work-life integration spaces for employees, their families and the community-at-large (e.g. Health, Wellness and Leisure Spaces; Lactation Rooms; Infants-At-Work Spaces, Telework/Work From Home Shared Spaces, etc.)
- Discuss and agree upon criteria to drive space planning
- Determine a phased approach for next steps

### **IV. Time and Deliverable Obligations**

- Facilitate an initial 4 – 6-hour strategy session with the MSHF Leadership Team to discuss the above noted focus areas
- Determine recommendations for next steps to help Leadership make strategic decisions about how to more effectively optimize space to accommodate growth
- Completion of a summary document at the conclusion of the strategy session that includes a report outlining space utilization map options and recommendations

### **V. Facilitator Proposals**

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|---------------------------------------|------------------------|
| 1. Date of Issue:                     | 11.28.23               |
| 2. Call or email for more information | Ongoing until deadline |
| 3. Deadline to Submit Proposals       | 1.18.24 @ 5:00 p.m.    |
| 4. Award to Successful Firm           | 1.26.24                |



The Mat-Su Health Foundation (MSHF) is requesting brief proposals from qualified consultants interested in bidding on this RFP. Qualified, interested parties must submit a completed proposal, along with signed cover letter, electronically by 5:00 PM, Alaska Time, 1.18.24 to:

Mat-Su Health Foundation  
777 N. Crusey Street, Suite A201  
Wasilla AK 99645  
Attention: Kesha T. Clinkscale, Chief Operating Officer  
[kclinkscale@healthymatsu.org](mailto:kclinkscale@healthymatsu.org)

## **VI. Proposal Format and Content**

MSHF seeks simplified, cost-effective proposals. Please specify if you are applying for all or part of the facilitation. Please provide the following by 1.18.24 at 5 p.m.

- a) **Cover Letter:** The cover letter must include the complete name and address of offeror's firm and the name, mailing address, and telephone number of the person MSHF should contact regarding the proposal.
- b) **Methodology:** The Consultant must provide sufficient information and specific recommendations on how they will operationalize the tasks and deliverables in the scope of work - suggesting alternatives, if appropriate. They should describe their approach and what, when, where, and how the work will be done. They should address how particular geographic familiarity, experience and capabilities of your team might specifically contribute to the proposed methods. They should include a proposed budget and project schedule that meets or exceeds the project completion date.
- c) **Cost Proposal:** Proposals will be evaluated with the submitted proposed budget information, and a contract will be negotiated once the vendor is selected.