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**Karuk Community Health Clinic**

64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270

**Karuk Tribe**



**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Request for Qualifications**

**23-RFQ-001 – On-Call Consultant Services**

**For More Information:** Misty Rickwalt, (530) 627-3016, mrickwalt@karuk.us

**Proposal Deadline:** Friday, December 16, 2022, no later than 5:00 p.m. (Pacific Standard Time)

**Sealed responses must be mailed to the PO Box address; hand delivered, or emailed and will not be opened if received after the designated submission date and time noted below.**

This full Request for Statement of Qualifications (SOQ) is available on the Karuk Tribe's website at [www.karuk.us](http://www.karuk.us).

**SUBMIT TO:** Emma Lee Perez – Contract Compliance Specialist  
Karuk Tribe Administrative Offices  
64236 Second Avenue  
P.O. Box 1016  
Happy Camp, CA 96039  
emmaleeperez@karuk.us

**NOTE:** (1) PLEASE SUBMIT ONE (1) ORIGINAL AND FOUR (4) COPIES (IF SUBMITTING BY MAIL OR IN PERSON) OF THE RESPONSE TO THIS RFQ BY **FRIDAY, DECEMBER 16, 2022 BY 5:00PM PST**

(2) E-MAILED SUBMISSIONS WILL BE ACCEPTED

(3) ALL INFORMATION INQUIRIES MUST BE SUBMITTED TO: Misty Rickwalt, Department of Transportation Director, via email; mrickwalt@karuk.us or by phone: (530) 627-3016.

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**For More Information:** Misty Rickwalt, (530) 627-3016, mrickwalt@karuk.us

**Response Deadline:** Friday, December 16, 2022, no later than 5:00 p.m. (Pacific Standard Time)

The Karuk Tribe is soliciting qualified firms to submit Statements of Qualifications (SOQs) for on-call engineering assessment, design, and estimation services for the Karuk Transportation Department (DOT).

Transportation On-call Consultant Services will generally be funded with Tribal Transportation Program (TTP) dollars requiring the Consultant to follow all pertinent tribal, local, Federal, and State laws and regulations.

A performance period of the contract(s) shall be from the date approved by Tribal Council to 11/30/2025 with the option to extend.

The Karuk Tribe is accepting Statements of Qualifications from competent firms that have experience and support capabilities for a variety of Tribal transportation projects, including planning services, grant writing, and grant management services.

The Tribe does not explicitly or implicitly guarantee the award of any specific project, contract, or relationship as a result of qualification under this solicitation.

**Scope of Work**

So that the department and Tribe may progress and achieve funding for a series of critical needs, Karuk DOT requires a pool of qualified firms with capabilities in design, planning, and estimating strategic projects from early 2023-2025 with possible extension.

Karuk DOT is seeking one or more firms under this solicitation with experience planning and estimating public works projects with Tribes, on tribal lands, and in coordination with stakeholder agencies such as cities, counties, USFS, Bureau of Indian Affairs (BIA), Federal Highway Administration Department of Transportation and California Department of Transportation (Caltrans).

Scoped activities are typified by the following examples, but may include or be elaborated to require further domains and areas of subject matter expertise. **Qualified respondents shall** describe their experience, capability, and capacity to support:

- Preliminary engineering, drawings, initial plans, and schedules used to pursue grant funding for transportation and development projects

- Long Range/Term Transportation Plan development and updates
- Project management and construction management services
- Updates & management of National Tribal Transportation Facilities Inventory
- Reporting and management with respect to grants and other funded projects being managed by the Tribe
- Organize and facilitate community outreach meetings for a community park in Orleans
- Develop plans and facilitate the environmental process for a community park
- Road surface reclamation and rehabilitation
- Transportation safety initiatives
- Complete-streets and related programs
- Multimodal transportation planning and infrastructure
- Pedestrian trails

Materials shall be developed in close consultation with the Karuk DOT and other departments within the Tribe, state and federal agencies, and consultants supporting project planning, grant writing, and grant management. **Qualified respondents shall** detail their experience working with state and federal projects of this nature, and any past grant proposals including funding amounts that were developed in a collaborative effort as described above.

### **Exclusions**

**Qualified respondents shall** acknowledge in writing that their firm accepts stipulations under 2 CFR 200.319(b) which in most cases exclude contracted vendors who perform estimation and design services in draft of specifications from bidding on public procurements resulting from those specifications, including pursuant to state or federal grant awards.

## **I. REQUIRED CONTENT OF STATEMENT OF QUALIFICATIONS**

### **1. Cover Letter (1-page maximum):**

- a. Name of firm
- b. Geographical location where the majority of work will be performed
- c. Name and geographical location of the primary contact that will manage business with the Tribe on behalf of the firm
- d. Number of years in operation providing the services described, and geographic locations served.
- e. Signature of individual(s) authorized to bind the firm to conditions of this solicitation.

### **2. Experience and Qualifications (5 pages maximum):**

- a. Summary of education, qualifications and related experience of the firm's primary Tribal contacts and other key staff members who may be assigned this work.
- b. Narrative descriptions of previous projects similar to those identified in the scope of work sufficient to convey the firm's experience and technical capabilities. Please describe at least two recently completed or ongoing projects with tribes similar to the Karuk in size and scope of need.
- c. A description of the firm's project initiation, management, and delivery process sufficient to explain to a non-technical, scoring audience how work will be started, progressed, stuated, and completed. Please ensure your description takes into account externalities such as tribal council or community engagement, federal agency requirements, and short (1-2 month) grant funding opportunity timelines.

### 3. Attachments and Addenda (Please provide as separate files in .pdf format):

- a. Three example deliverables from projects similar to those described in the scope of work, specifically one formal estimate with contingency, one design document, and one estimated project implementation plan/timeline. While it is preferred that these come from a singular project similar in nature to those described in the scope of work, we understand that artifacts of multiple projects may be appropriate to highlight experience and capability of your firm.
- b. Names, organizations and phone/email contact information of three clients for projects of similar scope and complexity who may be contacted as a result of this solicitation, and who have worked with the proposed primary contact for the firm.
- c. Written acknowledgement of 2 CFR 200.319(b) and potential public bid exclusion, signed by individual(s) authorized to represent the firm in this solicitation.
- d. An itemized fee schedule using the provided form showing hourly rates by resource and related costs.
- e. Narrative response to TERO Compliance Plan/Training/Apprenticeship Opportunities (see attached TERO documents).
- f. Proof of liability insurance including limits.
- g. Copies of certifications, licensures, and state permits required to be held by staff and the firm to legally and compliantly operate and perform the scope of services proposed.
- h. Describe any and all conflicts of interests or other considerations of concern regarding public procurement that would compromise the ability of the Tribe to fully comply with 2 CFR 200.318-320.
- i. Indian Preference documentation, if applicable.

## **II. SELECTION PROCEDURES CRITERIA**

Proposals will be evaluated by the Karuk DOT Director and other key personnel, and a number of qualified firms will be approved by the Karuk Tribal Council based on the following criteria:

- a) Presentation, clarity, understanding of possible project scope and firm's role in this work.
- b) Experience/Key Personnel – Firm summary and a list of key personnel including their role within the proposer's firm and ability to perform the services as reflected by technical training and education with an emphasis on Tribal projects.
- c) Past performance as reflected by previous clients in respect to such factors as control of costs, milestone accomplishment, communication, timeliness, and addressing complications.
- d) Cost – overall cost for professional services, including detailed fee schedule (see attached form).
- e) TERO Compliance Plan/Training/Apprenticeship Opportunities – **please review the Ordinance here: [https://www.karuk.us/images/docs/tero/TERO\\_Ordinance\\_06-08-15.pdf](https://www.karuk.us/images/docs/tero/TERO_Ordinance_06-08-15.pdf)** and the compliance form which **must be included** with all responses, here: [https://www.karuk.us/images/TERO\\_Compliance\\_Plan\\_for\\_Non-Construction\\_Contracts.pdf](https://www.karuk.us/images/TERO_Compliance_Plan_for_Non-Construction_Contracts.pdf)  
**Completed TERO documents must be submitted with all responses to be deemed eligible**
- f) Indian preference, if applicable.

The Karuk Tribe reserves the right to accept or reject any proposal. The Tribe also reserves the right to negotiate final terms with the selected vendor. The Tribe will select the proposal that it considers most advantageous to the Tribe.

Proposals will be reviewed by representatives of the Karuk Tribe following the receipt of the RFQs with the selection and notification of the highest qualified firm shortly thereafter.

# On-Call Engineering Services Itemized Professional Fee Schedule

<b>Engineering</b>	<b>Costs Per Hour</b>
President/CEO	
Principal	
Project Manager	
Senior Engineer	
Project Engineer	
Senior Project Designer	
Project Designer	
Engineering Technician II	
Engineering Technician I	
Support Technician	

<b>Planning/Landscape Architecture/Environmental/GIS</b>	<b>Costs Per Hour</b>
Planning Manager	
Senior Planner	
Associate Planner	
Assistant Planner	
Landscape Architect Manager	
Landscape Architect	
Landscape Architect Designer	
Environmental Manager	
Environmental Specialist	
GIS Technician II	
GIS Technician I	

<b>Geotechnical/Testing/Inspection</b>	<b>Costs Per Hour</b>
Professional Geologist	
Geotechnical Manager	
Construction Services Engineer	
Construction Services Supervisor	
Senior Inspector	
Field Technician II	
Field Technician I	

<b>Surveying</b>	<b>Costs Per Hour</b>
Surveying Manager	
Professional Land Surveyor	
Surveying Technician II	
Surveying Technician I	
1 Man Survey Crew	
2 Man Survey Crew	
3 Man Survey Crew	

<b>Administrative and Other Services</b>	<b>Costs Per Hour</b>
Administrator	
Clerical	
<b>Other</b>	<b>Rate</b>
Lodging Rates	
Per Diem Rates	
Mileage Rates	
Other Rates as needed	