

---

**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

---

**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**

**20-RFQ-003 – On-Call Consultant Services**

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

**Proposal Deadline:** Friday, June 5, 2020, no later than 4:00 p.m. (Pacific Standard Time)

**Sealed responses must be mailed to the PO Box address; hand delivered or delivered by courier to the physical address, 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; FOUR (4) COPIES AND ONE (1) CD OF THE RESPONSE TO THIS RFQ BY **FRIDAY, JUNE 5, 2020, NO LATER THAN 4:00 P.M.**

(2) NO FAXED OR 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.

---

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



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

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

---

**Request for Qualifications**

**20-RFQ-003 – On-Call Consultant Services**

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

**Response Deadline:** Friday, June 5, 2020, no later than 4:00 p.m. (Pacific Standard Time)

The Karuk Tribe is soliciting qualified firms to submit Statements of Qualifications (SOQs) for On-Call Consultant Services for the Transportation Department. The Karuk Tribe Department of Transportation (DOT) does not currently have the need to employ full time consultant services, although periodically, the DOT needs professional grant writing and grant management assistance with transportation project development and delivery assistance services, transportation planning, environmental compliance, grant reporting, and other related services. The consultant will also be expected to provide supplemental engineering technical support, including assistance with PS&E development. Conceptual engineering will include but not be limited to: development of project scopes to meet the needs of the Tribe, various stakeholders, and requirements of potential funding sources, preparation and refinement of conceptual exhibits compatible with tribal GIS programs, development of planning level cost estimates, preparation of preliminary project schedules, and preparation of grant applications and funding strategies as directed.

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

Total amount payable to the On-call Consultant Firm shall not exceed \$75,000 and with a performance period of the contract from the date approved by the Tribal Council to 08/31/2021 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.

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

Responding firms to this RFQ shall include the performance data identified in the following numbered items:

1. Name of firm, the location of where the majority of Karuk Tribal work will be performed, and

the location of the primary Tribal contact with the firm.

2. Summary of education, qualifications and related experience of the firm's primary Tribal contacts and other key staff members who may be assigned work under said contract.
3. Previous experience reflecting technical capabilities, grant management capacities from planning to construction and reporting, including experience working with tribes, if applicable.
4. Summary of previous strategic planning efforts, including Long Range Tribal Transportation Plan and Tribal Transportation Safety Plan development, if applicable.
5. The name, organization and contact information of three clients who may be contacted and who have worked with the proposed primary contact; three clients with whom your firm has worked on transportation infrastructure projects; and three clients with whom your firm has worked on strategic plan development.
6. A completed itemized fee schedule, detailing tribal contact(s) and other key members of the firm who will be assigned to Karuk Tribal work projects.
7. Proof of Liability Insurance and limits.
8. Potential conflicts of interests with other clients, if any.
9. Indian Preference documentation, if applicable.

## **II. SELECTION PROCEDURES CRITERIA**

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

- a) Presentation /Clarity/Understanding of possible projects.
- 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, grant writing and management experience and specific experience in providing the services outlined herein, particularly Tribal projects.
- c) Past performance as reflected by previous clients in respect to such factors as control of costs, milestone accomplishment, and addressing complications.
- d) Cost – overall cost for professional services, including detailed fee schedule (see attached form).
- e) TERO Compliance Plan/Training/Apprenticeship Opportunities (see attached TERO documents).
- f) Indian Owned, 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 immediately following the receipt of

the RFQ with the selection and notification of the highest qualified firm shortly thereafter.

### **III. DOCUMENTATION**

Failure to provide sufficient information for the evaluation criteria will result in being deemed unresponsive. We reserve the right to verify the validity of all information provided.

### **IV. GENERAL PROVISIONS**

#### ***Indian Preference***

This Request for Proposal is open to all qualified, responsive bidders. Indian Preference will apply in the selection process in accordance with the Karuk Tribe's Tribal Employment Rights Ordinance (TERO) and/or Native American Housing and Self Determination Act (NAHASDA)/Housing and Urban Development (HUD) projects on or near the Karuk Aboriginal Territory.

#### ***TERO Compliance Plan (Mandatory/Required)***

A Compliance Plan describing how Indian Preference will be applied must accompany the proposal. The Compliance Plan is available on the Karuk Tribe's website: [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) or by contacting the Karuk Tribe's TERO office at: (530) 493-1600, extension 2030.

Indian owned businesses must provide certification from their Tribe of origin. Indian owned businesses not certified by their Tribe of origin must complete a Statement of Qualifications available by contacting the Karuk Tribe's TERO office at: (530) 493-1600, extension 2030.

#### ***TERO Fee (Mandatory/Required)***

The Karuk Tribe assesses a TERO fee of two percent (2%) of the total contract amount that exceed \$2500.00 on or near the Karuk Aboriginal Territory. Additional information for the TERO fee can be obtained by contacting the Karuk Tribe's TERO Office at: (530) 493-1600, extension 2030.

#### ***Wage Rates (If applicable)***

Vendor must comply with the Karuk Tribe's Wage Rate Ordinance or if applicable, construction contracts in excess of \$2,000, when required by Federal grant program legislation, are subject to compliance with the Davis-Bacon Act (40 USC 276a to a-7) as supplemented by Department of Labor regulations (29 CFR part 5).

#### ***Training/Apprenticeship (Optional)***

Respondents who include training, apprenticeship or job shadowing opportunities for tribal members in their bid will receive additional points in the scoring process.

### **V. SUBMISSION INFORMATION**

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

**SUBMIT TO:** Emma Lee Perez  
Karuk Tribe Administrative Offices  
64236 Second Avenue  
P.O. Box 1016  
Happy Camp, CA 96039

**NOTE:** (1) Sealed responses should include: One (1) original; four (4) copies and one (1) CD by **Friday, June 5, 2020, no later than 4:00 p.m.**

(2) No faxed or 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](mailto:mrickwalt@karuk.us) or by phone: (530) 627-3016.