
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

14-RFQ-001 – On-Call Engineering Services

For More Information: Sandi Tripp, (530) 627-3063, stripp@karuk.us

Proposal Deadline: Friday, October 18, 2013 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 and will not be opened if received after the designated submission date and time noted below.

This full Request for Statement of Qualifications (RFQ) is available on the Karuk Tribe's website at www.karuk.us.

SUBMIT TO: Erin Hillman
Karuk Tribe Administrative Offices
64236 Second Avenue
P.O. Box 1016
Happy Camp, CA 96039
ehillman@karuk.us

NOTE: (1) PLEASE SUBMIT ONE (1) ORIGINAL; FOUR (4) COPIES AND ONE (1) CD OF THE RESPONSE TO THIS RFQ BY **FRIDAY, OCTOBER 18 , 2013, 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: All questions and correspondence Sandi Tripp, Department of Transportation Director, via email; stripp@karuk.us or by phone: (530) 627-3063.

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The Karuk Tribe Department of Transportation (DOT) does not currently have the need to employ full time engineering staff, although periodically, the DOT needs professional engineering and technical assistance with transportation planning, environmental compliance, PS&E development and other related services.

The Karuk Tribe is accepting Statements of Qualifications from engineering firms that have experience and support capabilities for a variety of Tribal transportation projects.

I. REQUIRED CONTENT OF STATEMENT OF QUALIFICATIONS

Respondent 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, project management capacities from planning to construction, including experience working with tribes, if applicable.
4. Summary of previous strategic planning efforts, including Long Range Tribal Transportation 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 may be assigned to Karuk Tribal work projects (see attached form).

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 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, general engineering 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 Ancestral 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:

<http://www.karuk.us/karuk2/images/docs/hr-files/rfps/TERO%20Compliance%20Plan%20-%20004222013.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 Ancestral 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

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NOTE: (1) Sealed responses should include: One (1) original; four (4) copies and one (1) CD by **Friday, October 18, 2013, 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:** All questions and correspondence should be directed to Sandi Tripp, Department of Transportation Director, via email; stripp@karuk.us or by phone: (530) 627-3063.

On-Call Engineering Services 2013/2014 Itemized Professional Fee Schedule

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

Planning/Landscape Architecture/Environmental/GIS	Costs Per Hour
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	

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

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

Administrative and Other Services	Costs Per Hour
Administrator	
Clerical	
Other	Rate
Lodging Rates	
Per Diem Rates	
Mileage Rates	

Notes: _____
