

# YUROK TRIBE



## REQUEST FOR QUALIFICATIONS (RFQ)

### **Technical Services: Climate Change Adaptation Planning for Klamath Estuary**

➤ Questions received from potential bidders & answers provided by the Yurok Tribal Fisheries Program Originally, we had intended to provide answers to all questions presented by potential applicants on February 1, 2016. However, given the short solicitation window, we decided to provide up to date answers as frequently as possible – up until February 2, 2016. We will continue taking questions through January 29, 2016 as stated in the Request for Qualifications (RFQ).

1. Is there any chance to extend the deadline? We do not anticipate extending the deadline. We are currently behind on this project and need to move as quickly as possible to get the project started. If there are not enough qualified applicants we would likely extend the deadline and allow those who did submit proposals on February 5, 2016 to use the extension to revise their proposals if they so desired.
2. Is PDF format acceptable? Yes, PDF & Microsoft Word files are both acceptable electronic formats. Other formats may be acceptable; however, PDF & Word are preferred for electronic submittals.
3. Do you have an estimate of how many hours the consultant will be committing to the Project during the two-year contract period? We are hoping to accomplish the work in one year but we may extend into a second year if necessary and hence the two-year contract. I cannot provide an estimated number of hours expected from a team. We are looking to find a team that can provide us the best possible services given our limited budget (Refer to Question/Answer Below). We do anticipate that there will be at least three all day meetings held in Klamath, CA.
4. Do you have a budget figure associated with the work? We anticipate from \$50,000.00 to \$70,000.00.
5. What are the Tribe's insurance requirements for the consultant?

Liability insurance will be required to be obtained by the Contractor. Generally, the Tribe requires \$1,000,000 in liability insurance but given this project's scope of work we may be able to reduce that amount. The insurance must be obtained no less than five (5) days prior to commencement of this project. A certificate of insurance naming the Yurok Tribe as additionally insured shall be filed with the Yurok Tribe at the same time. The Tribe will assume no liability based upon negligence or intentional acts of the Contractor and should such negligence or intentional acts occur, Contractor will be required to agree to assume full liability and indemnify and hold Yurok Tribe harmless for all such actions.

#### Additional Requirements:

Prior to commencing the Project, Contractor shall provide Yurok Tribe with a duly executed IRS Form W-9 and obtain an Employer Identification Number (EIN) from the IRS and an EDD registration number.

Contractor will be required to fully comply with the Tribal Employment Rights Ordinance (TERO), including payment of all applicable TERO fees. The TERO fee of ½ of 1% (.5%) for all non-construction contracts will be automatically deducted upon receipt of any invoice. [Fill in the TERO fee percentage. The TERO Ordinance calls for a one-time fee of 3% of the total contract for construction contracts or ½ of 1% (.5%) for all other contracts. More information can be found at: <http://www.yuroktribe.org/departments/TERO/>

Contractor and all employees or subcontractors of Contractor working on Tribal property are subject to the Yurok Tribe's Drug and Alcohol Free Workplace Policy.

The Tribe reserves the right to require that a bond satisfactory to the Approving officer in an amount equal to the value of this contract be delivered before a notice to proceed is issued.

6. Will you consider a proposal from a team of consultants with various different specialties? Yes. We are looking for proposals that include a robust team capable of providing all RFQ deliverables and expertise. We will also consider proposals from partial teams as well; however, priority will likely be given to proposals that can provide a full team (i.e. a one stop shop).
7. Will "outreach to other tribal communities and other interested stakeholders" require traveling outside of the Klamath Region? Not likely. We envision hosting outreach events in Klamath, CA or via telephone, email, web ex presentations, mailings, and/or other non-travel related mechanisms.
8. Will the adaptation planning efforts focus solely on the estuary or will upstream watershed and forest resources also be considered? The project will focus on all environmental factors that influence the estuary and response to climate change will be considered. However, this project is relatively small-scale (i.e. does not have a robust budget) and therefore have tried to include the priorities in the RFQ.
9. Will the Tribe seek additional grant funding for habitat restoration projects that are prioritized through this Adaptation Planning effort? Developing and implementing habitat restoration is one of our high priority goals; however, we do not currently have a timeframe for when that may occur.
10. Will the selected consultant be able to work on habitat restoration projects that are prioritized through this Adaptation Planning effort (Referring to #9 above)? Not necessarily. It will likely depend on how well this initial contract is executed and the skills/qualifications of the selected contractor and restoration timeframes. However, it is likely that the Yurok Tribe would initiate a separate competitive bid process to obtain subsequent and/or related consulting needs.