



The Yurok Tribe

REQUEST FOR QUALIFICATIONS

Architecture & Engineering (A&E) Services

Project: On-Call A&E Services for Transportation Department

Release Date

April 6, 2022

Qualifications Due Date

April 29, 2022

on (or before) 3:00pm PDT

Electronic Submission of PDF Document to:

CommunityDevelopment@yuroktribe.nsn.us

I. INTRODUCTION

Request for Qualifications

The Yurok Tribe Transportation Department seeks qualified firms to provide on-call architecture and engineering (A&E) services.

Among its responsibilities, the Transportation Department oversees the Tribe's transportation planning, design, right-of-way surveys, new construction environmental compliance, rehabilitation, and maintenance of roads, bridges, trails, transits facilities, boat ramps, marine facilities and other authorized transportation infrastructure, etc., authorized under the Department of Interior, Bureau of Indian Affairs, Tribal Transportation Program (25 CFR, Part 170) and other tribal funding.

The Transportation Department seeks two to three qualified architecture and engineering firms that can provide services which could include, but not limited to, preliminary planning and evaluations, projects study reports, design, redesign, reconstruction, environmental studies, transportation plans, traffic management studies, inventory management, preparation of Tribal Transportation Program (TTP) High Priority Project grant application, traffic engineering and studies, applicable emergency assessment services and inspection services.

Selected firm(s) will be eligible to perform work for the Transportation Department, as needed, on specific projects. When a project arises, the Transportation Department will negotiate and execute a Contract Agreement that will include a scope of work and an associated "not to exceed" dollar amount. The Contract term will be for the period of twelve (12) months with an option for renewal, upon mutual agreement, for an additional six (6) months. The selected firm(s) will be responsible for completing the tasks and milestones according to a negotiated timeline. Tasks may be added and/or redefined based on subsequent negotiations.

This is a request for firms to submit a written statement of their qualifications.

Critical Dates and Submission Instructions

The following is the anticipated schedule for selection and requirements:

Event	Date
Request for Qualifications Released	April 6, 2022
Statement of Qualifications Due	April 29, 2022, by 3:00pm PDT
(optional) Interviews	May 2-6, 2022
Final Selection Made	May 13, 2022
Contract Negotiations	May 13-31, 2022
Contract Approval by Tribal Council	June 9, 2022
Contract Awarded	July 1, 2022

One (1) electronic PDF file shall be submitted by email with the subject heading of “Statement of Qualifications for On-Call A&E Services for Transportation Department - <insert firm name>” to:

CommunityDevelopment@yuroktribe.nsn.us

Statements must be received on or before 3:00 PM PDT, April 29, 2022, for consideration.

Statements received after the submission deadline will not be considered.

II. STATEMENT OF QUALIFICATIONS

The statement will be evaluated using a qualifications-based selection method.

The Yurok Tribe discourages overly lengthy statements. The written statement should include the components outlined below. Failure to include the requested information in the requested format may result in a determination that the statement is non-responsive.

Cover Letter (1 page maximum)

Transmittal letter for the statement and expression of interest in the project. The Firm’s complete name, business address, telephone number and website URL and the name and telephone number of person the Tribe should contact regarding this proposal. The letter must be signed by the company officer(s) empowered to bind the firm, with their title(s) (e.g., president, general partner).

Statement

Section I: Firm and Team (3 page maximum, excluding resumes)

Firm Profile - Provide an overview of the firm and a description of services offered. Firms will be expected to have experience in some or all service areas listed earlier in the introduction. However, inexperience in a particular service area may not preclude a firm from being selected.

Organization Chart – Describe visually the technical and management structure of the principals, employees, agents and sub-consultants (if any).

Team Members - This section should clearly define the roles and responsibilities/type of work to be performed by each member of the team listed in the organization chart. Include resumes of principals, employees, agents, and sub-consultants (if any) the firm will assign to provide services to the Tribe (no more than 2 pages per resume to be placed in the appendix of the proposal). The Yurok Tribe will retain, under its Contract Agreement with the selected firm(s), the right to approve all persons performing under the Agreement.

Section II: Experience (3 page maximum)

Please describe the firm and team's relevant experience including five recent projects for which the team has performed services of similar scope to the type of work described earlier in the introduction. Each project should include a narrative and the following set of information:

- *Project Title*
- *Client Name*
- *Client Contact (name, phone, email) (for reference check)*
- *Project Completion Date*
- *Project Contract Amount*
- *Team members that worked on project, their role and services provided*

III. SELECTION CRITERIA

The ideal firm will have extensive experience with Tribal Transportation and have a broad range of engineering services.

Written proposals will be evaluated and scored from 0 to 100 points by a selection panel comprised of staff from the Community Development Division based on the following:

- Successful experience providing professional services to Indian Tribes (20 points)
- Prior Transportation Safety Program and Strategic Safety Planning experience (20 points)
- Relevant experience of firm (20 points)
- Qualifications of personnel assigned (30 points)
- Indian Preference (10 points)

Any firm seeking Native owned business preference must provide evidence that it is not less than 51% Native owned and controlled. Pre-qualification is required and due by 3:00 PM (PDT) on May 4, 2022. Please contact Manual Sanchez, TERO Director, at (707) 482-1350, ext. 1388 or msanchez@yuroktribe.nsn.us for an application. If a Native owned business was previously qualified, please notify the TERO Director by the pre-qualification due date if there are any updates since your last application.

This project is subject to the Tribe's employment rights laws and policies, and a 1% TERO tax shall be included in the final contract cost.

IV. INSURANCE REQUIREMENT

Selected firm(s) will be required to maintain adequate insurance throughout the entire term of the project including comprehensive general liability, professional liability, auto liability, workers compensation and employer's liability insurance. Selected firm(s) will provide the Tribe with certificates of insurance demonstrating the insurance is in effect.

V. DISCLAIMERS

The Yurok Tribe is not responsible for any costs incurred in the preparation of Qualifications and/or any work rendered by a firm prior to the contract award.

The Yurok Tribe reserves the right at any time and for any reason to cancel this solicitation, to reject any or all Qualifications, to supplement, add to, delete from, or otherwise alter this Request for Qualifications if the conditions so dictate. The Yurok Tribe may seek clarification from a potential firm at any time and failure to respond promptly may be cause for rejection.

The Yurok Tribe reserves the right, at its sole discretion, to use without limitation, concepts and data submitted in response to this Request for Qualifications or derived by further investigation thereof.