



# The Yurok Tribe

## **REQUEST FOR QUALIFICATIONS**

**Architecture & Engineering Services**

**Project: Awok Bonnie Green Campus**

**Release Date**

**March 23, 2022**

**Qualifications Due Date**

**April 15, 2022**

**on (or before) 3:00pm PDT**

Electronic Submission of PDF Document to:

**[CommunityDevelopment@yuroktribe.nsn.us](mailto:CommunityDevelopment@yuroktribe.nsn.us)**

## I. INTRODUCTION

### Request for Qualifications

The Yurok Tribe seeks a qualified firm to provide architecture and engineering (A&E) services for the Awok Bonnie Green Campus located in Humboldt County, California.

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

The Tribe will evaluate each written statement inviting the top firm(s) for a site tour prior to their submission of a proposal which includes project approach, detailed scope of work and labor hours estimate.

Detailed information about the project and site will be provided to shortlisted firms only.

### Critical Dates and Submission Instruction

The following is the anticipated schedule for selection and project delivery:

<b>Event</b>	<b>Date</b>
Request for Qualifications Released	March 23, 2022
Statement of Qualifications Due	April 15, 2022, by 3:00pm PDT
Shortlisted Firm(s) Notified & Site Data Provided	April 20, 2022
Site Tour	April 25-29, 2022
Proposal Due	May 6, 2022
Final Selection Made	May 13, 2022
Contract Negotiations	May 13-31, 2022
Contract Approval by Tribal Council	June 9, 2022
Project Kick-Off	June 10, 2022
Project Completion (to be negotiated in final contract)	August 31, 2022

One (1) electronic PDF file shall be submitted by email with the subject heading of "Statement of Qualifications for Awok Bonnie Green Campus Project - <insert firm name>" to:

[CommunityDevelopment@yuroktribe.nsn.us](mailto:CommunityDevelopment@yuroktribe.nsn.us)

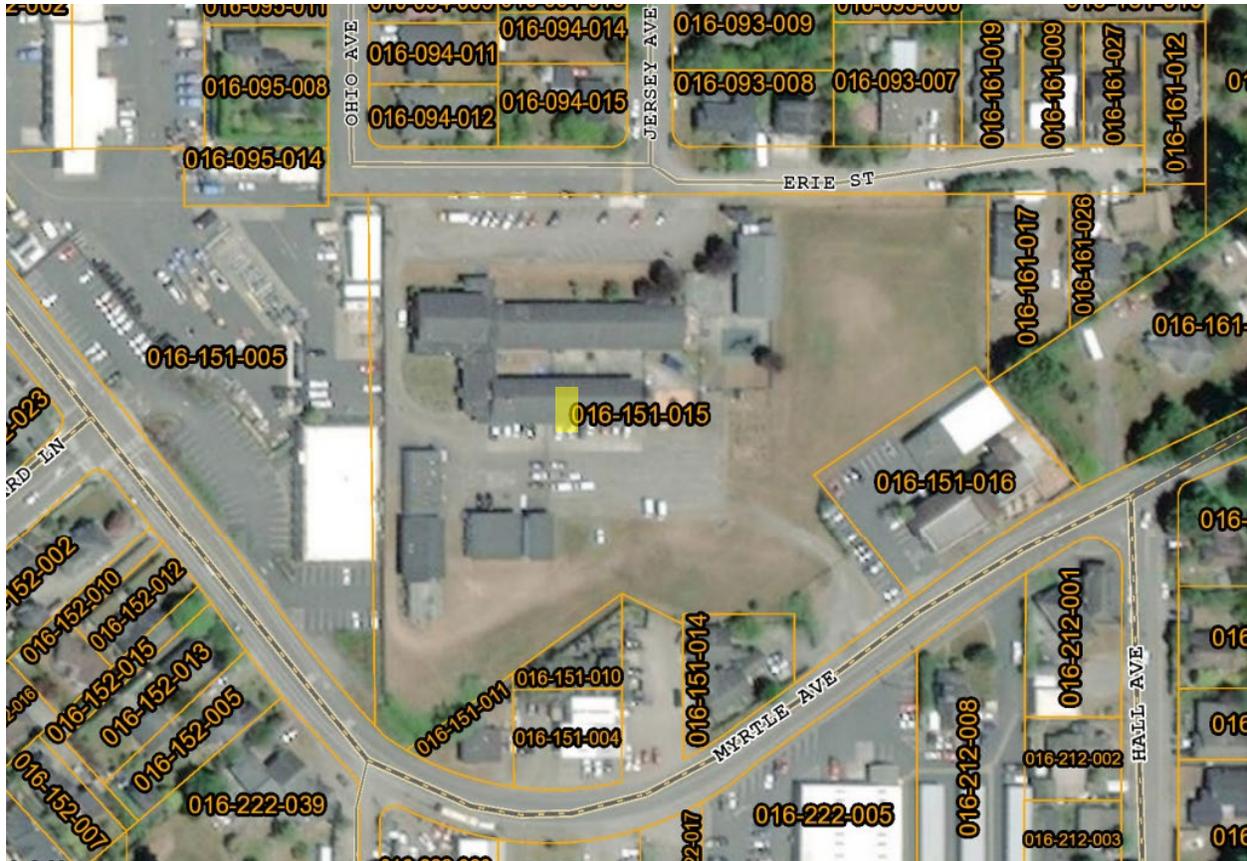
Statements must be received on or before 3:00 PM PDT, April 15, 2022, for consideration.

Statements received after the submission deadline will not be considered.

## II. BACKGROUND

### Site

The Awok Bonnie Green Campus, formerly known as Worthington Elementary School, was built by the Eureka Unified School District in 1955. Located at 3400 Erie Street, just outside of the Eureka city limits within the Myrtle town neighborhood in unincorporated Humboldt County, the site (APN: 016-151-015) is approximately 5.56 acres.



The project site fronts on the south side of Erie Street, which provides primary ingress/egress. Secondary ingress/egress is available from the north side of Myrtle Avenue.

Approximately 2.0 miles southeast of downtown Eureka along Myrtle Avenue, commercial and multi-family residential development has worked its way into this area from downtown along Myrtle Avenue and numerous single-family residences have been converted into small offices. Properties with frontage along Myrtle Avenue are zoned Commercial General, which allows for a variety of professional and medical offices, automotive and repair, light industrial, storage, warehousing, and retailing uses. In general, the area to the north and northeast of the project site is residential housing, predominantly single-family and is zoned accordingly.

## Need

The Awok Bonnie Green Campus currently accommodates a mix of educational and essential services programming; however, there are educational, assembly and recreational programming needs that are unmet due to various site constraints.

### III. SCOPE OF WORK

#### Objective

Working closely with Tribal staff; drawing on local knowledge, ideas, and aspirations; soliciting community input, as appropriate, to best understand the real and perceived opportunities and constraints of the site; the selected firm will combine their local knowledge with a strong understanding of entitlement issues, review processes, and local ordinances, as well as permitting and environmental review expertise to achieve innovative results and cost savings for the Yurok Tribe at the project site.

#### General Scope of Work

Draft tasks include: (in no particular order)

- *Facilities Condition Assessment* – Structural and MEP evaluation; hazardous materials survey; ADA compliance survey; utility study (inclusive of telecommunications); and any other analysis needed to determine current condition and cost to remedy.
- *Zoning Review* – Verify as-of-right development assumptions; and as needed, advise on the possible permitting/entitlement pathways to support programming objectives.
- *Design Charrette* – With input from Tribal community stakeholders, generate conceptual design alternatives (including rough space allocations and architectural motifs) showing building uses, locations, site circulation and parking plans to meet programming objectives and sustainability goals.
- *Decision Matrix* – Develop a robust framework to help Tribal staff objectively evaluate and compare alternative approaches for improving the site, synthesizing data from the “Facilities Condition Assessment” “Zoning Review” and “Design Charrette” to offer a realistic assessment of cost, permitting/entitlement risk, and accommodations for continuity of current services and operations.
- *Grant Support* – For the selected approach, work products needed to support EDA and other grant application(s): (including but not limited to)
  - Conceptual Design
  - Cost Estimates

Shortlisted firms will be asked to expand on, or modify these draft tasks, as part of their final proposal which is to include project approach, detailed scope of work and labor hours estimates.

#### Available Documents

The Yurok Tribe will make available to shortlisted firms all relevant site plans, studies, and data files to avoid replication of past and present planning efforts, and to avoid unnecessary costs.

The Yurok Tribe expects the shortlisted firms to keep all project files confidential as part of this Request for Qualifications.

#### **IV. 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 pg. 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: Organization and Staffing* (2 page maximum, excluding resumes)

Please include in this section a team and staff organization chart proposed for this project. The project manager who will be the Tribe's point of contact on the project should be clearly identified.

Include resumes of the project manager, key project personnel, and resumes of key sub-consultant personnel (if any) that will participate on the project (no more than 2 pages per resume) in an appendix to the proposal. This section should clearly define the roles and responsibilities of each member of the team proposed for this project as listed in the organization chart.

*Section II: Experience and Qualifications (3 pages maximum)*

Please describe firm and team's relevant experience including five similar projects. This section 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 this project and their role*

*Section III: Additional Services (1 page maximum)*

Please identify your firm's capabilities in additional services that will be required to manage and deliver this project. The Tribe will consider awarding the selected firm additional phases of work dependent on performance and qualifications.

Selection Criteria

The ideal firm and project manager will have extensive experience assisting public entities with the delivery of a range of projects, including site assessments (both vertical and horizontal infrastructure), master planning, environmental permitting, and design charrettes, as well as familiarity with federal grant funding requirements.

Written statements 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:

- Firm qualifications (25 points)
- Project Manager qualifications and experience (30 points)
- Team organization and experience (40 points)
- Native owned business (5 points)

Any firms 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 April 11, 2022. Please contact Manual Sanchez, TERO Director, at (707) 482-1350, ext. 1388 or [msanchez@yuroktribe.nsn.us](mailto: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.

**V. INSURANCE REQUIREMENT**

Selected firm 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 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.