

**The Klamath Tribes
Request for Qualifications
For
Engineering, Design, Project Management, Inspection, –Testing and Surveying Services
RFQI # 02-KTPLNTP17**

I. Introduction:

The Tribes Planning Department is accepting “Qualification Statements” from professional engineering firms “licensed to do business in Oregon and has the ability to perform engineering, surveying (project specific) Project Management and qualified inspection and testing for the Tribes Tribal Transportation Program under a multi-year contract. The Engineering firm must have a proven track record of successfully providing the type of services outlined in the “Scope of Services”. The Engineer will work directly with the Roads Manager.

The Tribes Planning Department TTP may at their discretion enter into one or more IDIQ contracts.

The anticipated duration for the initial Engineering firm services is for a period not to exceed three years beginning on a date determined by the Tribes. The duration may be reviewed from year to year at the Tribes’ sole discretion, and the Tribes may further the relationship on an annual basis. The Tribes reserves the right to terminate the relationship with 30 days written notice should it be determined that the Engineer is not fulfilling the “Scope of Services” as expected. The selection of the Engineering firm shall be made after review of this RFQI in which the Tribes and selected Engineering firm will enter into a Contract. The Engineering firm will fulfill all service requirements outlined in the Scope of Services. Nothing in this RFQI construes a waiver of the Tribes sovereign immunity.

All requested documents, Resume’s, Qualifications, References, and Letters of Intent shall be provided by sealed envelope by one of the following methods: ground delivery, regular mail, or in person to The Klamath Tribes Purchasing Agent at the Klamath Tribes Administration office no later than 2:30 p.m. on May 12, 2017.

II. Engineering Firm:

It is the intent of the RFQI to solicit a qualified Engineering firm that can provide Engineering, Design, Surveying, Inspection and Testing services, as well as Project Management for multi projects throughout a period of three years.

III. Projects

The selected Engineering firm will need to demonstrate qualifications and experience to carry out the necessary duties for the following Projects during a three year contracted period. The selected competitor will be subject to the negotiation of a fair and reasonable compensation and budgetary constraints. An additional four (4) projects may be added to the six listed below, upon reasonable negotiation of cost.

A site visit for the various projects is scheduled for April 25, 2017 at 9:00 a.m. All interested competitors will meet with the Roads Program Manager at the Klamath Tribes Administration Office, 501 Chiloquin Blvd, Chiloquin, OR.

1. Procurement and Construction of Roads Office/Maintenance Building (Steel Building) Route #0008
2. Research Station Road Reconstruction and Internal Circulation Route #0060

3. Congregate Housing Complex Parking Lot Repave and correction of ingress/egress per USDA Standards Requirements Route #0011
4. Hilyard Housing Complex Parking Lot Repave Route #0892
5. Beatty Community Center Parking Lot Repave and Restripe Route #0050
6. 56-Acre Housing Complex and Community Center Road repair, drainage, and repave Route #0004.

IV. Scope of Services:

At minimum, the selected Engineering firm will be expected to provide the following services:

- a) Design Phase
 - i. Survey topography and base map.
 - ii. Preparation of 50% drawings and cost estimates.
 - iii. Assist Klamath Tribes with utility coordination, and environmental and cultural permits.
 - iv. Meet with Klamath Tribes to review 50% drawings (utility, grading, architectural, and structural, etc.) and cost estimates.
 - v. Revise documents and advance drawings, cost estimates, and specifications to 90% complete.
 - vi. Meet with Klamath Tribes to review 90% documents.
 - vii. Revise and prepare final (100%) drawings, cost estimates, and specifications.
- b) Bidding Phase – Administration services shall include the following:
 - i. Finalize bidding and contract documents consistent with Klamath Tribes policies and the BIA Tribal Transportation Program Regulations. All regulatory and statutory considerations required by the Tribe are to be included in the construction documents, a copy of which shall be provided by The Klamath Tribes. Experience working within these regulations and statutes is desired, along with working knowledge of Klamath Tribes staff and departments.
 - ii. Assist the Klamath Tribes in advertising for bids.
 - iii. Assist the Klamath Tribes in conducting pre-bid conference and prepare written report.
 - iv. Review and respond to bidder requests for information (RFI).
 - v. Coordination between Engineer, RFI, clarification, and substitution request reviews.
 - vi. Preparation of addendums.
 - vii. Conduct bid opening and prepare written report.
 - viii. Perform bid review and advise The Klamath Tribes of Qualifications of prospective contractors and assist The Klamath Tribes in evaluating competitive bids, contract negotiation and award.
 - ix. Contract execution with General Contractor (Notice of Intent to award, Notice of Award, Notice to Proceed, etc.).
- c) Construction Phase – General administration of the contract for construction shall include the following:
 - i. Survey staking.
 - ii. Preparation of supplemental drawings as necessary.
 - iii. Review of contractor’s schedule of values.
 - iv. Perform periodic site visits to review the progress and quality of work and to determine if work is proceeding in accordance with the contract documents.
 - v. Review and respond to change orders, submittals, substitution requests, RFI’s, and clarifications.
 - vi. Coordinate substitution, RFI, and clarification review.
 - vii. Coordinate start-up, or commissioning of building or equipment.
 - viii. Review contractor’s applications for payment, determine amounts owed to the contractor and issue recommendations of those amounts for payment by The Klamath Tribes.
 - ix. Collect certified payroll and deliver to Owner.

- d) Inspection Services (Structural Inspections and Construction Materials Testing). Ongoing inspection of construction activities shall be a component of this contract. It is expected that the chosen offeror shall provide detailed inspections of the construction work as called for in the construction documents and shall provide written inspection reports on a weekly basis to The Klamath Tribes. Preference will be given to local firms located such that travel costs are minimized.
 - i. Structural Special Inspections shall be performed for the following:
 - 1. Perform foundation rebar and concrete placement inspections.
 - 2. Perform structural masonry reinforcement and grout placement inspections.
 - 3. Perform structural steel bolting & welding inspections.
 - ii. Construction Materials Testing shall be performed for specified inspections, sampling, testing of materials and methods of construction for the following:
 - 1. Compaction Testing
 - a. Base rock
 - b. Structural fill
 - c. Trench backfill
 - d. Asphalt
 - e. Subgrade
 - 2. Concrete Field and Lab Testing for all
 - a. Footings
- e) Construction Staking shall be performed as needed for any combination of the following depending on the individual project:
 - i. Building corners
 - ii. Sidewalks and slabs
 - iii. Curbs
 - iv. Fences
 - v. Utilities
 - vi. Easements
- f) Project Closeout Phase – Upon completion of the project, the consultant shall:
 - i. Determine the date of substantial completion and final completion.
 - ii. Receive, review and forward to The Klamath Tribes, the specified written guarantees assembled by the Contractor.
 - iii. Prepare pre-final and final punch lists.
 - iv. Certify project completion in compliance with the construction documents.
 - v. Prepare record drawings/as built.
 - vi. Prepare project closeout documents.
 - vii. Review and certify final payment application.
- g) One-Year Construction Warranty – Upon one year of the final project acceptance date the consultant shall:
 - i. Perform a one-year warranty walk-through with the Klamath Tribes and prepare deficiency letter to contractor.

V. “Qualification Statement” Response Requirement:

Interested Engineering firms must submit a “Qualification Statement”. The submission must be responsive to the following items and may also include supplemental material that further supports the firm’s knowledge, skills and ability to provide the “Scope of Services” outlined in Section IV. Failure to provide complete and/or

adequate responses to the following will be grounds from further consideration of the Engineering firm. In review of the RFQI, the Tribes will take into consideration the Engineering firms:

- Integrity;
- Compliance with public policy;
- Record of past performance;
- Financial and technical resources

Required

1. An overview of the Engineer's firm, including at minimum:
 - experience in working with Indian Tribes;
 - experience in the field;
 - location(s);
 - length of time in business;
 - structure of the firm;
2. A listing of the person(s) who will be assigned and readily available to the Tribes. This listing must include details regarding professional experience of same, including: resumes, licenses, certification, experience in working with Indian Tribes, etc.
3. Three (3) references that your engineering firm currently provides services to. Include in this submittal:
 - Organization name, address;
 - Contact name and title;
 - Telephone number and/or email;
 - Period served;
 - Scope of services
4. Provide examples/explanations of your firm's value added approaches and services that you feel distinguish you from other Engineers.
5. Disclose any known existing or prior business relationships, within the last five years, with the Tribes or employees.
6. Demonstrate other factors to be in the best interest of the Tribes.
7. Statement that the Engineering firm is not debarred or suspended from doing business with the federal government.
8. Tribes prefer if the Engineering firm has knowledge of the Klamath Tribes, please provide any information.
9. Availability to attend requested Planning, Roads meetings or meetings with Tribal Council.
10. It is preferred that Engineering firm is registered with the System for Award Management (sam.gov).

V. RFQI Questions and Clarifications:

All inquiries regarding the RFQI must be submitted in writing to Shayleen Allen, Planning Director for The Klamath Tribes. Written responses to such inquiries will be made available to any requesting party

Any information given to an Engineering firm will be furnished to all prospective Engineers as an addendum if such information is necessary or if the lack of such information would be prejudicial. Receipt of addendum should be acknowledged in the "Qualification Statement". It is the Engineering firms ultimate responsibility to ensure that they have all applicable addenda prior to submitting the "Qualification Statement".

From the date of distribution of the RFQI through the date of selection of an Engineer by the Tribes, Engineering firms may not initiate or continue any verbal or written communications regarding this RFQI with any member of the Klamath Tribes Tribal Council unless Tribes expressly authorize communication. If determined that there has been a compromise of the competitive process or is otherwise deemed to be disruptive, inappropriate, or unacceptable conduct, the RFQI submitted by the Engineering firm may be disqualified from further consideration.

VI. Review of “Qualification Statements” and Selection Criteria

1. Selection Procedures: The Klamath Tribes’ utilizes this formal advertising of Request for Qualifications to award to the Engineering firm with highest qualifications. All timely responses to this RFQI will be considered. Klamath Tribes’ reserves the right to reject any and all RFQI’s based on documented reasons including determining any or all RFQI’s to be non-responsive.
2. Method of Review: The Klamath Tribes’ and its authorized representatives will review all RFQI’s received and may contact the party to request further information. The Klamath Tribes’ may accept any given RFQI. The decision of the Klamath Tribes’ shall be final and not subject to appeal.
3. “Qualification Statements” will be evaluated on, but not limited to, the following criteria:
 - a. (0-75 points) Scope of Services, Qualification Statements. The RFQI must fully demonstrate ability to carry out each requirement listed in this RFQI.
 - The Engineering firms demonstrated qualifications and expertise in performing the “Scope of Services.
 - The professional and ethical reputation of the firm.
 - Local representation.
 - The qualifications and experience of the staff that will be directly assigned to handle the projects.
 - Past record of performance with respect to quality of work provided to comparable projects.
 - b. (0-25 points) References: A record of integrity, judgment, performance and timeliness will garner higher points.
 - Three (3) references of clients from the last three years that is currently being represented.
 - One (1) reference of a client from the last three (3) years that you no longer represent due to their decision to change Engineers.
 - c. Indian preference: At minimum 15% of the evaluation points shall be granted to Engineering firms who demonstrate entitlement to Indian Preference, which points shall not be available to non-Indian firms.
 - d. In the case of duplicate proposals the earliest postmarked envelope will be reviewed unless otherwise advised in writing by the applicant that the later RFQI is the appropriate one to review.

100 TOTAL POINTS POSSIBLE (without Indian Preference)

D. Instructions for Submitting RFQI:

Return RFQI in an envelope clearly marked according to the following instructions:

1. One original and five (5) copies must be submitted. Alternate proposals will not be accepted.
2. RFQI can be submitted in person, through US Postal Service, or by ground delivery to:

The Klamath Tribes
Administration Office
Attention: Jackie Galbreath, Purchasing Agent
P.O. Box 436
501 S. Chiloquin Blvd.
Chiloquin, OR 97624

3. RFQI by email or Fax will not be accepted.
4. On outside of sealed envelope write:
"Engineering Services RFQI 02-KTPLNTP17"

For any questions, please contact Shayleen Allen at (541)783-2219, ext. 166 or email shayleen.allen@klamathtribes.com.

E. Closing/Opening Date and Time and Method of Solicitation:

1. RFQI's will be accepted at the address above up to **2:30 p.m. on 5/12/17**. All timely responses to this RFQI will be considered. The Klamath Tribes reserve the right to reject any and all RFQI's including those received after the closing date and time. If, at the time of the scheduled closing date, The Klamath Tribes administration is closed due to uncontrolled events or administration closures, RFQI's will be accepted until 4:00 p.m. on the next normal business day.
2. RFQI's will be opened at **10:00 a.m. on 5/15/17** at the Klamath Tribal Administration office, 501 S. Chiloquin Blvd., Chiloquin Oregon. If, at the time of the scheduled opening date The Klamath Tribes Administration is closed due to uncontrolled events or administration closures, RFQI's will be opened at 10 a.m. on the next normal business day.
3. This RFQI has been published by:

<input checked="" type="checkbox"/>	Direct solicitation of proposals from an adequate number of known sources
<input checked="" type="checkbox"/>	klamathtribes.org

F. Indian Preference:

1. To the greatest extent feasible, preference and opportunities for training and employment shall be given to Indians, and preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned economic enterprises.
Indian Preference is given to Indian-owned enterprises that provide proof of at least 51 percent ownership of the enterprise submitted on an Indian Enterprise Qualification Statement showing:
 - ownership, control, and interest;
 - certification by a tribe that bidder is an Indian;
 - evidence of stock ownership, structure, management, control, and financing affecting the Indian character of the enterprise;
 - evidence that the contractor has the technical, administrative, and financial capability to perform contract work of the size and type involved.
2. Preference and opportunities for training and employment in connection with the administration of these activities shall be given to Indian and Alaskan Natives.

G. Provisions:

1. All contractors must observe the Klamath Tribes' Indian preference policy as set forth in the Klamath Tribes Procurement Policy
2. The Klamath Tribes shall conduct all procurement transactions in a manner that provides fair and open competition.
3. The Klamath Tribes shall provide fair and equitable treatment for all persons or firms who are in the business of supplying goods and services.
4. The Klamath Tribes wish to assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available.
5. The Klamath Tribes shall take reasonable affirmative steps to assure that DBE's, WBE's and MBE's are used when possible but without infringing on Indian preference where Indian preference is applicable.
6. The Klamath Tribes shall not use federal grantor funds to do business with any entity who is disbarred in accordance with the Federal Government Disbarment list.
7. Request for Qualifications may be terminated by The Klamath Tribes at any time for cause.
8. Each party submitting a RFQI is certifying that he/she has not colluded with any other person, firm or corporation in regard to securing the services being solicited.
9. No employee, officer, or agent of the Klamath Tribes may solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontractors.
10. Negotiation: Provisions not addressed by this solicitation will be negotiated with the professional once a selection has been made.
11. Agreement: The selected professional will enter into an enforceable agreement that fully conforms to the contracting provisions pursuant to OMB Circular A-87 and CircularA-133 and funding grant(s). Copies of these requirements are available for review at the grantee's offices.