



## REQUEST FOR QUALIFICATIONS KNRD DRONE DATA CAPTURE SERVICES

The Kalispel Tribe of Indians (the “Tribe”) solicits a request for a Statement of Qualifications (“SOQ”) for drone services for the [capture of data gathered by an unmanned aircraft].

### **A. Project Description:**

The Kalispel Tribe’s Natural Resource Department is looking for contracted on-call aerial data capture services.

### **B. Scope of Services:**

The Tribe anticipates that the selected candidate will provide the following services:

[The successful candidate will be able to provide the following services:

- Aerial photography and videography by a licensed operator
- High resolution images and videos
- Follow moving objects
- Orbit specific points of interest
- Panoramic
- Pre-determined flight path
- Follow stream channels
- Follow road right of ways at high and low altitude
- Geo-referenced imagery
- Inspection Imagery
- Forestry
- Event specific capture

-Flight metadata

] -Ability to respond to requests within 90 minutes or less

Anticipated contract documents are attached as Exhibit B.

**C. Submittal Deadline:**

Statements of Qualifications must be received by the Tribe at the address listed below by the close of business, 5:00PM on May 31<sup>st</sup>, 2017. SOQs may not be faxed or e-mailed.

P.O. Box\_39  
Usk, WA 99180

Please direct all questions to Mike Lithgow-509-447-7435.

**D. Submittal Requirements:**

1. Letter of Interest: The cover letter shall briefly summarize the firm's qualifications and past experience relevant to the scope of work set forth in Section B Scope of Services. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.

2. Evidence of firm's ability to perform the required services:

a. Outline your firm's experience as it relates to the scope of services set forth in Section B above.

b. Describe your firm's overall approach, including organization and work tasks necessary to accomplish the objectives.

c. If it is your firm's practice to have any specific sub-category(ies) of the Scope of Services, as described in Section B of this RFQ, performed by sub-consultant(s), please identify the sub-consultant(s) you anticipate using, indicate their specific role(s), and outline their experience on similar or related work.

d. Describe your quality control process.

e. Note any activity in societies and/or institutes which would aid you or your firm in maintaining current state of the art expertise in your field.

3. Qualifications/expertise of the key personnel on the team; and evidence of availability of staffing to begin immediately upon award of Contract:

a. Provide a list of key personnel, including sub-consultants indicating the specific role of each, and clearly identify the Project Manager.

b. Provide a professional resume for each of the named key personnel, indicating the extent of his/her experience on projects related to this type of work. Each of the key personnel suggested for use on projects must have current professional registration or certification and, if applicable, be currently licensed with the State of Washington.

c. Identify the specific FTEs available upon the date of award of Contract (assume 15 working days following closing date of RFQ) for each identified team member, projected out 12 months from award date.

4. Past performance and record of successful completion of similar work.

a. Describe any previous projects (firm and individual) of similar scope, and provide specific description of specific responsibility on such projects.

b. Note any information useful in demonstrating successful results on prior projects.

5. Attachments:

a. Resumes: Include resumes of all key personnel that will work directly with or on Tribe projects.

b. Provide a list of recent client references.

**E. Consultant Evaluation Criteria:**

Consultants' SOQs will be evaluated based on the criteria listed in this section. In preparing the SOQ, it is important to clearly demonstrate expertise in the areas described in this document. SOQs must demonstrate expertise and firms must have available adequate quantities of experienced personnel in all of the areas described in the appropriate discipline either through in-house staff or with sub-consultants.

Firms are encouraged to identify and clearly label in their SOQ how each criterion is being fully addressed. Evaluation of responses to this RFQ will be based only on the information provided in the SOQ package, and if applicable, interviews, and reference responses. The Tribe reserves the right to request additional information or documentation from the firm regarding its SOQ documents, personnel, or other items in order to complete the selection process.

The following criteria with a point system of relative importance with an aggregate total of 100 points will be utilized to evaluate the qualifications of each firm:

	<b>Evaluation Criteria</b>	<b>Weighting</b>
1.	Evidence of firm s ability to perform the required services:	35

2.	Qualifications/expertise of the key personnel on the team:	30
3.	Past performance and record of successful completion of similar work:	25
4.	Evidence of availability of staffing to begin to immediately upon award of Contract:	20

The Consultant agrees not to discriminate against any employee or applicant for employment, on the basis of race, color, ethnicity, religion, age, national origin, gender or disability, with regard to employment, promotion, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training.

To the greatest extent feasible and to the extent there is no violation of the previous paragraph, preference and opportunities for training and employment in connection with the performance of this Contract shall be given to members of the Tribe and other Native Americans. Before Work commences, the Consultant will file a written preference plan with the Kalispel Community Planning and Development Department, which sets out the steps the Consultant will take to address this section, and the Consultant agrees to be bound by such plan.

Preferences in the award of subcontracts shall be given to Indian organizations and Indian-owned economic enterprises.

#### **F. Submission Requirements:**

1. Upon receipt of each SOQ, the Tribe will date-stamp it to show the exact time and date of receipt. Upon request the Tribe will provide the firm with an acknowledgment of receipt. All SOQs received will become the property of the Tribe and will not be returned.

2. Required Number of Copies: Firms responding to this RFQ shall submit one original SOQ along with 6 copies of the SOQ to the address indicated in Section C of this RFQ.

3. Rights Reserved by the Tribe: The Tribe reserves the right to waive as informality any irregularities in SOQs and/or to reject any or all Submittals.

#### **G. Selection Process:**

1. All responses to this RFQ will be screened for eligibility. As time permits, a selection panel will rate eligible responses, according to the criteria listed above, and may conduct reference checks as part of the process. If there is insufficient information, the Tribe reserves the right to request additional information, and to interview firms to discuss their SOQs. Any protest of the selection process shall be resolved in accordance with the Tribe's Procurement Policies.

2. This solicitation does not obligate the Tribe to award contract to any respondent. The Tribe, at its option may and reserves the right to waive as informality any irregularities in SOQs and/or to reject any or all Submittals.

3. If the Tribe awards a firm the contract to provide Drone Data Capture services, the successful firm shall be issued in writing a Notice of Award. The successful firm shall execute an agreement acceptable to the Tribe. Failure by the successful firm to execute an agreement shall constitute non-conformance with the RFQ, allowing the Tribe to unilaterally withdraw and terminate such award.

4. Selection Timeline:

SOQ Deadline:	<u>May 31<sup>st</sup>, 2017</u>
Consultant Shortlist:	<u>June 7<sup>th</sup>, 2017</u>
Consultant Interviews:	<u>June 20<sup>th</sup>, 2017 (If necessary)</u>
Consultant Selected:	<u>June 27<sup>th</sup>, 2017</u>

**H. Administrative Information:**

Any successful Consultant must be licensed to do business in the State of Washington and must have a State Unified Business Identifier (UBI) number. In addition, the successful Consultant must not be debarred, suspended, or otherwise ineligible to contract with the Tribe, and must not be included on the General Services Administration's List of Parties Excluded From Federal Procurement and Non-procurement Programs or the Department of Housing and Urban Development's Limited Denial of Participation list.

If the Consultant takes exception to any terms or conditions set forth in this proposal and/or the Sample Agreement and any of its Exhibits and Attachments, said exceptions must be clearly identified on the RFQ Proposal Form. Exceptions or deviations to any of the terms and conditions must not be added to the proposal pages but must be submitted on the RFQ Qualifications Form under "Exceptions." Such exceptions shall be considered in the evaluation and award process. The Tribe shall be the sole determiner of the acceptability of any exception.

**I. Insurance Requirements:**

The selected Consultant shall maintain insurance that is sufficient to protect the Vendor's business against all applicable risks, as set forth in the Tribe's Standard Insurance Requirements Exhibit A. Please review insurance requirements prior to submitting a statement of Proposal. If selected Consultant is unable to meet these standard requirements, please note current or proposed insurance coverages in submittal. Standard requirements may be negotiated if it is in the best interest of the Tribe.



## Qualification Form

To : Kalispel Tribe of Indians

From: \_\_\_\_\_ Company Name

\_\_\_\_\_ Company Address

\_\_\_\_\_ City, State, Postal Code

\_\_\_\_\_ Telephone Number

\_\_\_\_\_ Email Address

### 1. Qualifications:

### 2. Exceptions:

Except as noted below, the undersigned hereby agrees to comply with all the terms and conditions put forth in the Tribe's Request for Qualifications.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Title: \_\_\_\_\_

**EXHIBIT A**  
**INSURANCE REQUIREMENTS**



**EXHIBIT B**  
**SAMPLE CONTRACT**