

Kawerak Request for Proposals

Pilgrim Hot Springs – Onsite Farm Manager

DUE APRIL 15, 2022

KAWERAK ENVIRONMENTAL PROGRAM



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Project Description

As a co-managing owner of Unaatuq, LLC for Pilgrim Hot Springs Kawerak, Inc. is soliciting Proposals for the contracted position of a Farm Manager for Pilgrim Hot Springs. The Farm Manager (Contractor) will work to implement Pilgrim Hot Springs' Food Production and Distribution Model during the summer of 2022. The Farm Manager will lead all agriculture efforts, and will live and work onsite at Pilgrim Hot Springs during the planting, growing, and harvesting seasons. This is a seasonal contracted position.

Scope of Work

The Contractor will be responsible for field management; cultivating activities; volunteer and laborer supervision, expanding small farm infrastructure; meeting with Pilgrim Hot Springs staff regularly; and maintaining farm equipment and supplies. The Contractor will manage the farm from beginning to end during 2022 and will oversee every aspect of onsite farming requirements.

1. Familiarization with Pilgrim Hot Springs (Virtual; May 1-30, 2022)
 - a. Meet with Kawerak Pilgrim Hot Springs Management staff and other stakeholders to discuss goals and priorities of the agricultural program and to address questions
 - b. Review Pilgrim Hot Springs' Food Production and Distribution Model Report and become familiar with the plan selected for implementation
 - c. Give direction on chosen model and make adjustments based on expectations of the entire scope of work and the contractor's experience
2. Travel to Pilgrim Hot Springs (Onsite; June 1-June 15, 2022)
 - a. Travel to Pilgrim Hot Springs in the beginning of June and plan to stay until late September
 - b. Gather supplies needed and settle into lodging quarters onsite at Pilgrim Hot Springs
 - c. Orientation with Pilgrim Hot Springs General Manager, Caretakers, Environmental Program Director, and other onsite staff
3. Food Production (Onsite; June 15-October 15, 2022)
 - a. Inventory and put in order for any needed seeds/starts, organic fertilizers & agricultural equipment
 - b. Design a garden layout for the field(s)
 - c. Till fields, plant seeds/starts for the 2022 growing season, set up wind tunnels, perform regular water and soil testing, manage amendments and set a timeline for growth milestones
 - d. Assist with the installation of garden irrigation system and manage farm watering schedule
 - e. Oversee the growing, fertilizing, watering, and weeding of all agricultural crops onsite
4. Fresh Produce Harvest, Distribution and Sales (Onsite; June 15-October 15, 2022)
 - a. The Farm Manager will be responsible for the timely harvesting of all fresh produce and agricultural crops at Pilgrim Hot Springs, as well as proper washing and storage after harvest
 - b. Laborers and volunteers will be engaged for harvest activities; the Farm Manager will oversee these employees/volunteers
 - c. Assist with packaging and sales of fresh produce (at Pilgrim Hot Springs) at the direction of Pilgrim Hot Springs staff
5. Management and Training (Onsite; June 15-October 15, 2022)
 - a. The Farm Manager will be expected to supervise several onsite agricultural laborers during the season, and give direction and basic instruction to these employees
 - b. Kawerak will be responsible for gathering and coordinating volunteer groups and/or labor employees until they get onsite and are under the Farm Managers direction
 - c. The Farm Manager should be comfortable training others using on-the-job training methods, and should be knowledgeable about basic safety and emergency response techniques
6. Feedback and Consultation (Virtual; October 15-November 15, 2022)
 - a. Meet with Pilgrim Hot Springs stakeholders to discuss gardening outcomes and expectations for future agriculture needs in the region
 - b. Give feedback on selected Food Production & Distribution Model and results from 2022 growing season

Other Factors of Consideration

This is a seasonal contracted position that will require the contractor to live and work onsite at Pilgrim Hot Springs during the growing season of 2022; approximately four months. The contractor will also be expected to engage virtually with Kawerak one month prior to the onsite work, as well as one month after the farming season has completed. Expected dates onsite are June 15, 2022 to October 15, 2022, with flexibility depending on weather and seasonal changes. The dates of arrival and departure will be agreed upon with the Pilgrim Hot Springs General Manager at the start of this contract and in accordance with Kawerak’s policies and procedures.

Basic lodging, sanitation facilities, drinking water, and a cook station will be provided. Pilgrim Hot Springs is located in a remote region of Northwestern Alaska and is away from traditional amenities including internet, WiFi, and modern conveniences. Kawerak will supply the contractor with a satellite communication device to be in regular contact with other Pilgrim Hot Springs staff. Contractor is expected to review and fully understand lodging conditions and location of the project before offering their bid.

A vehicle or transportation will be provided for the contractor to travel to/from Nome to Pilgrim Hot Springs to pick up supplies, groceries, or for free days. The contractor must have a valid Driver’s License and a clean driving record in order to operate Kawerak-owned vehicles. An All-Terrain Vehicle and agriculture equipment (tractor) will be provided onsite. The contractor should be proficient in the operation and maintenance of agricultural equipment and ATVs.

Pricing and Evaluation

Pricing - The Responder shall submit a cost proposal to support all required time, labor, travel, supplies, etc. as needed to complete the scope of work. The cost proposal should have a detailed list with individual costs to perform the requested services. After reviewing the cost proposal, Kawerak and co-managing owners of Unaatuq have the right to request additional pricing for items that were not included in the Responder’s cost proposal. All prices shall include all costs associated with completing the scope of work as specified during the summer of 2022, based on the suggested timeline in the Scope of Work. **Note that all cost proposals will remain confidential and will not be distributed.**

Method of Award – A Procurement Evaluation Committee will be assembled to review and rank proposals submitted to Kawerak. Proposals will be evaluated based on the following breakdown.

- 1. 30 pts: Narrative
 - 2. 40 pts: Pricing
 - 3. 30 pts: Experience and Knowledge
- Total 100 pts: Responders (see immediately below)

Narrative (no page limit)

In the response to this RFP, please provide a narrative description demonstrating a plan, experience, knowledge and an understanding of the descriptions in this RFP. The description shall include contractor’s relevant portfolio/resume, anticipated needs, completion dates, etc.

Pricing

The pricing of the bid should consider and describe salary, any travel (except between Nome and Pilgrim Hot Springs), food supplies, and any other expected expenses related to working and living at Pilgrim Hot Springs for four months.

Experience and Knowledge

It is expected that potential contractors have at least one year of experience of successfully managing all aspects of a small farm and prior experience growing root crops. In the narrative portion, please describe in detail, farms worked on, jobs and duties performed. Please explain experience with growing food in Alaska, experience with root crops, cold weather vegetables, and the various conditions you've previously worked under. Describe machine maintenance understanding, irrigation system knowledge and previous experience with soil and water testing.

Covid-19

Contractors shall abide by the Covid-19 protocols required by the City of Nome, as well as required by all contractors of Kawerak, Inc. and coordinate with Kawerak to ensure the most recent policies are used. All contractors and employees of Kawerak, Inc. are required to have a valid vaccine and booster protecting against COVID-19. (See attached COVID-19 vaccination policy)



Bid Response

Total Price: \$ _____ (attach itemized cost breakdown)

Responder (company): _____

Contact Person: _____

Telephone: _____ Email: _____

Mailing Address: _____

Terms and Conditions

- 1) Kawerak, Inc. reserves the right to reject any and all Proposals, and to define and waive informalities, and select as deemed in its own best interest. This includes the right to decline to enter into any contracts based on this solicitation, withdraw, cancel or reissue this solicitation for any reason, or reject all proposals and proceed utilizing a different process, all at its sole discretion and without liability.
- 2) Minor informalities of this RFP that do not affect responsiveness and do not reflect a material change to the Scope of Work may be waived by Kawerak, Inc.
- 3) Payment will be authorized with terms identified in the contract with Kawerak, Inc.
- 4) Privacy: This project involves reviewing data that may be deemed of a sensitive or confidential nature, and contractor agrees to adhere to all privacy requests by Kawerak, Inc. and agrees to not share any information provided related to Pilgrim Hot Springs without prior consent of Kawerak, Inc. and all Unaatuq, LLC managing members.
- 5) Debarment: The Responder certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Responder or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal.
- 6) Any costs incurred in response to this request are at the Responder's sole risk and will not be reimbursed by Kawerak or any project funders.
- 7) Award of this contract pursuant to this RFP does not obligate Kawerak to the award of any future work of the selected Contractor.

ATTACHMENT

Mandatory COVID 19 Vaccination Policy

Scope

All current board members, employees, contractors, and volunteers are required to have received the COVID-19 vaccination and boosters (if necessary) beginning November 15, 2021. After that date, all new board members, employees, contractors, and volunteers must also submit proof of vaccination prior to start of work at Kawerak.

Purpose

In accordance with Kawerak, Inc's duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; our customers and visitors; and the community at large from COVID-19 which may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

Procedures

Employees will be notified by the human resources department as to the type of COVID-19 vaccination(s) covered by this policy and the timeframe(s) for having it/them administered. Kawerak, Inc. will coordinate with local health facilities on the location(s) of the nearest vaccine administration site.

Kawerak, Inc. will reimburse costs for all vaccinations covered by this policy. Vaccinations should be covered through the employees' health insurance where applicable.

All employees will be paid (up to one hour) for the time taken to receive the vaccination. Employees are to obtain supervisor's approval and apply for COVID Sick Leave(see page 25)when scheduling the time to comply with this policy.

For current Board members, employees, contractors or volunteers, complete vaccination records are required to be submitted to Human Resources by November 15th. Vaccination records are confidential and will be kept separate from the employee's personnel file. Exemptions may be made for medical reasons on a case by case basis.

Any current employee who does not submit their vaccination record by November 15th will be given a 30 day grace period and will be placed on unpaid admin leave. If no vaccination record is provided to Kawerak by December 14th, employment will be terminated.

An applicant for hire must provide proof of vaccination (or have an approved medical exemption) prior to being hired. Board members must provide proof of vaccination prior to being seated on the Board.

There shall be no testing alternative to receiving the vaccine, and the appeals process provided in the Kawerak Personnel Policies is not available to employees who are terminated due to being out of compliance with this policy.