

# KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way  
Happy Camp, CA 96039  
Ph: (530) 493-1414 • Fax: (530) 493-1415



1836 Apsuun Street  
Yreka, CA 96097  
Ph: (530) 842-1644 • Fax: (530) 842-1646

## NOTICE TO BIDDERS

<b>Today's Date:</b>	July 11, 2019
<b>General Description:</b>	All labor, materials, travel and consultation necessary to produce a complete and thorough set of drawings, specifications, and other necessary documents for site work and infrastructure improvements that will allow for the development of up to 8 single family home sites located at 38030 Highway 96 in Orleans, California (Humboldt County) on Fee Land (APN# 529-111-007).
<b>Contact Information:</b>	Karuk Tribe Housing Authority 635 Jacobs Way, PO Box 1159, Happy Camp, CA 96039 Adia Supahan, (530) 493-1414, Extension 3110, <a href="mailto:asupahan@karuk.us">asupahan@karuk.us</a>
<b>Project Managers:</b>	Doug Goodwin, Project Manager (530)493-1414 Ext. 3112 (530)598-3911 <a href="mailto:dgoodwin2@karuk.us">dgoodwin2@karuk.us</a>
<b>Project Name:</b>	Orleans Single Family Home Development
<b>MANDATORY Site Visit:</b>	<b>Wednesday, July 17, 2019 at 11am</b> <b>-OR-</b> <b>Wednesday, July 24, 2019 at 11am</b> <b>38030 Highway 96, Orleans, CA 95556</b> <b>Bidders MUST attend at least one site visit to be qualified to submit a proposal.</b>
<b>Submission:</b>	Hand Submission: 635 Jacobs Way, Happy Camp, CA Mail Delivery: PO Box 1159, Happy Camp, CA 96039 Email: <a href="mailto:asupahan@karuk.us">asupahan@karuk.us</a> Fax: (530) 493-1416
<b>Deadline:</b>	<b>Wednesday, July 31, 2019 by 5pm</b>

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## KARUK TRIBE HOUSING AUTHORITY REQUEST FOR LUMP SUM FIXED QUOTATION

### SOLICITATION FOR LUMP SUM FIXED-PRICE QUOTATIONS BASED ON PRICE ONLY (Small Purchases of \$150,000 or less)

**Due Date:** Wednesday, July 31, 2019 by 5pm

**Mandatory Site Visit:** Wednesday, July 17, 2019 at 11am -OR- Wednesday, July 24, 2019 at 11am

**More Information:** Doug Goodwin (530)493-1414 Ext. 3103 or (530)598-3911 [dgoodwin2@karuk.us](mailto:dgoodwin2@karuk.us)

1. The Karuk Tribe Housing Authority (KTHA) requests lump sum fixed-price quotations for all labor, materials, travel and consultation necessary to produce a complete and thorough set of drawings, specifications, and other necessary documents for site work and infrastructure improvements that will allow for the development of up to 8 single family home sites located at 38030 Highway 96 in Orleans, California (Humboldt County) on Fee Land (APN# 529-111-007) as outlined in the Scope of Work.
2. KTHA is requesting these quotations under the small purchase procedures. This is a less formal, simplified process which will help us to expedite our selection. Because KTHA is following this process, we will not be able to accept quotations that are more than \$150,000.
3. Quotations are invited from non-Indian as well as Indian-owned economic enterprises or organizations.
4. Quotations may be submitted by email, mail, or hand delivery. All quotations must be submitted to KTHA in writing and emailed to [asupahan@karuk.us](mailto:asupahan@karuk.us), mailed or hand delivered to PO Box 1159, 635 Jacobs Way, Happy Camp, CA 96039 by Wednesday, July 31, 2019 by 5pm.
5. The Scope of Work is as set forth on Appendix A, attached to this Solicitation. Anyone submitting a quotation for this work is required to visit the job site to ascertain the nature and location of work and to satisfy itself as to the general and local conditions which can affect the work. Two separate site visits have been scheduled for Wednesday, July 17, 2019 at 11am -OR- Wednesday, July 24, 2019 at 11am, at 38030 Highway 96, Orleans, CA 95556. Bidders MUST attend at least one site visit to be qualified to submit a proposal.
6. **Indian Preference.** Any firm seeking Indian preference in this award must provide evidence that it is not less than 51% Indian owned and controlled. If claiming this preference, please contact us immediately so that we can fax you a pre-qualification statement that you must fill out and return within two days of your receipt. KTHA will then review the statement and determine eligibility for preference.
7. **Award.** The contract will only be awarded to a responsive, responsible individual or firm. The contract will be awarded to a qualified Indian enterprise submitting the lowest responsive quotation if such quotation is within budgeting limits established for this solicitation and is within the limits identified in the KTHA Procurement Policy regarding Indian preference in contracting. If no responsive quotation by a qualified Indian enterprise is within the above-stated limits, then award will be made to the individual or firm with the lowest responsive quotation.
8. All quotations must contain a commitment to provide Indian preference in 1) subcontracting, 2) training, and 3) employment, and must contain a statement describing the methods that will be used to provide such preferences. This statement is part of the submitted quotation. This statement will be evaluated as part of the submitted quotation, and any quotation failing to contain such preference

statement or failing to adequately address such preference requirements shall be deemed non-responsive. If you believe it is infeasible to provide Indian preference in subcontracting, training, or employment, you must include in your quotation a certification as to the reasons why.

9. The form of Contract which contains the terms and provisions of the contract agreement between KTHA and the individual or firm selected for this work is available for review upon request. By submitting a quotation, you hereby agree that if selected, you shall deliver to the Authority, within the time later designated by the Authority, a properly executed Contract and to be bound by all terms and conditions set forth therein, including but not limited to assurance of performance, completion dates, prevailing wage rates, warranties, other federal requirements, and other terms and provisions as set forth therein.
10. All quotations must commit to remaining open for at least 45 days.
11. The selected contractor will be responsible for paying all Tribal license fees and taxes, as well as permits that may be required, if any.
12. The successful individual or firm on this solicitation must comply with the Tribe's TERO Ordinance, including any licensing requirements. This includes, but is not limited to, paying a 2% TERO fee on the work to be performed. Tribal minimum wage rates shall apply. For a copy of the TERO Ordinance and more information, the Karuk Tribe TERO Director, should be contacted at (530) 493-1600 ext. 2030.
13. This solicitation does not commit KTHA to award a contract or to pay any costs incurred in the preparation of quotation or the procurements of supplies. KTHA reserves the right to reject any and all quotations or to re-solicit when it is deemed by KTHA to be in its best interest to do so.
14. If there are any questions, please contact **Doug Goodwin at (530)493-1414 Ext. 3112, (530)598-3911, or [dgoodwin2@karuk.us](mailto:dgoodwin2@karuk.us)** KTHA will let you know the decision of the award.

**APPENDIX A**  
**To Request for Lump Sum Fixed-Price Quotation**  
**SCOPE OF WORK**

1. Quotations shall include all labor, materials, travel and consultation necessary to produce a complete and thorough set of drawings, specifications, and other necessary documents for site work and infrastructure improvements that will allow for the development of up to 8 single family home sites located at 38030 Highway 96 in Orleans, California (Humboldt County) on Fee Land (APN# 529-111-007).
2. The quotation shall include providing an engineer's estimate to the Owner with 100% complete plans.
3. Successful bidder shall coordinate and design utility details based upon all approved utility provisions for locations and routing; this includes working with all applicable local public municipalities for water and sewer placements and installation methods. A copy of the Property Inspection Report will be provided at the site visit to help identify existing site conditions.
4. Quotations shall include a Geotechnical Exploration report and provide for appropriate recommendations per included report. All digging done during site investigations shall have a cultural monitor; bidders must supply KTHA with a 72hr minimum notice before digging so we may have time to get a monitor on site.
5. Quotations shall include at least two separate site visits.
6. Quotations shall include the development of a complete site plan to include the following:
  - a) **Site Grading Plan** showing both original and final contour lines on a one foot interval. Grading Plan shall show Minimum Severable Floor elevation for each lot on the development.
  - b) **Driveway Plan and Profile Sheets** with a Horizontal Scale no greater than 1"=50' and a Vertical Scale no greater than 1"=10'.
  - c) **Sanitary Sewer Design** for the proposed new development. Sanitary Sewers shall meet all local code requirements and shall be designed to provide service to each lot on the site, meeting all local municipality design standards.
  - d) **Sanitary Sewer Plan and Profile Sheets**, for connections from homes to proposed system facility, with a Horizontal Scale no greater than 1"=50' and a Vertical Scale no greater than 1" = 10'. Provide Stub Locations and Elevations for each lot on the site. Provide detail sheets as needed for proper specification of appropriate line installation, and manholes.
  - e) **Water Line Design** for the proposed new development. New homes shall connect to the existing public facility lines. Water lines shall be designed to provide service to each lot on the site and meet local municipality design standards. Provide Fire Hydrants and an appropriate interval for fire protection for each structure on the site.
  - f) **Water Line Plan and Profile Sheets** with a Horizontal Scale no greater than 1"=50' and a Vertical Scale no greater than 1" = 10'. Provide detail sheets as needed for proper specification of appropriate line installation, and fire hydrants.
  - g) **Any additional design and plan sheets** as needed for a complete finished plan set suitable for construction. Provide all detail needed.
  - h) **Plot Plan** for each lot depicting the Proposed Structure, existing and proposed contours for final grading, driveway, utility connections, spot elevations and Finished Floor Elevation. Assist Architect in Selecting Assessable Sites and Provide for Assessable Criteria on Plot Plan.
  - i) **Construction specifications** for plan items.

7. Design and Construction Criteria to be based on applicable requirements and specifications. Deliverable plans shall be considered construction documents and suitable for proper construction of the project and provide a bid item list with quantities to be included in the construction bid documents.
8. Shall assist the Owner, as requested, in preparation of Bid Documents and Construction Contract Documents.
9. Shall provide corrections for any errors, omissions, or required changes to the plans that fall in the original scope of services and discovered during permitting and/or construction.
10. Shall include an allowance for a minimum of three site visits for inspection and/or certification purposes during construction, as requested by the Owner.
11. Shall provide all necessary staking for construction.
12. Shall include an allowance of up to (80) eighty hours for construction administration services. These services shall include but not be limited to, review of materials testing, RFI responses, submittal reviews, and general support during the course of construction. These services shall not require site visits.
13. Successful bidder shall supply KTHA with three copies of wet stamped and electronic PDF versions of final design specifications; and completed Geotechnical surveying and reporting.
14. 100% complete designs shall be provided within 120 days of award.
15. Bidder shall be bonded, insured, and hold the appropriate license and/or certification for the work to be performed.
16. All bids must include a TERO fee of 2% on the total bid amount and completed TERO Compliance Plan (Appendix D).
17. Tribal wage rates (Appendix B) and Indian preference will apply.
18. Questions may be directed to Doug Goodwin ([dgoodwin2@karuk.us](mailto:dgoodwin2@karuk.us)), Project Manager at (530)493-1414 Ext. 3112 or (530)598-3911.
19. Two site visits have been scheduled for: **Wednesday, July 17, 2019 at 11am -OR- Wednesday, July 24, 2019 at 11am, at 38030 Highway 96, Orleans, CA 95556. Bidders MUST attend at least one site visit to be qualified to submit a proposal.**
20. Proposals may be submitted by email, mail, or hand delivery. All quotations must be submitted to KTHA in writing and can be emailed to [asupahan@karuk.us](mailto:asupahan@karuk.us), mailed or hand delivered to PO Box 1159, 635 Jacobs Way, Happy Camp, CA 96039 by **Wednesday, July 31, 2019 by 5pm**. Faxes will NOT be accepted.

**APPENDIX B**  
**To Request for Lump Sum Fixed-Price Quotation**

**TRIBAL WAGE RATES**

<b>KARUK TRIBAL WAGE RATES</b>	
<b>Updated April 2011</b>	
<b>Position:</b>	<b>Rate:</b>
CARPENTER	17.00
CEMENT MASON	16.00
ELECTRICIAN	18.00
LABORER	12.00
PAINTER	13.00
PLUMBER	18.00
ROOFER	14.00
SHEET METAL WORKER	18.00
BRIDGE BUILDER	17.00
PILE DRIVER	23.00
MILLWRIGHT	18.00
LINE CONSTRUCTION	22.00
COMMUNICATION SYS	18.00
HEAVY EQUIP OPERAT	16.00
IRON WORKERS	17.00
PLASTERER	16.00
BRICK TENDER	16.00
LANDSCAPE/GARDEN	12.00
DRYWALL FINISHER	16.00
GLAZIER	14.00
SOFT FLOOR LAYER	15.00
TRUCK DRIVER	13.00
TILE SETTER	15.00
BRICK LAYER	17.00

**APPENDIX C**  
**To Request for Lump Sum Fixed-Price Quotation**

**LUMP SUM FIXED PRICE QUOTATION**

ITEMS	PRICE
Topographic Surveys & Mapping	
Utility Designs	
Grading Plans	
Plot Plans	
Specifications	
Construction Staking	
Site Visits (Design and Construction Phases)	
Construction Management ALLOWANCE (up to 80 Hours during Construction)	
TERO Tax (2% of Subtotal)	
<b>Total Bid Amount</b>	<b>\$</b>

Respectfully Submitted by,

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

License Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**APPENDIX D**  
**To Request for Lump Sum Fixed-Price Quotation**

**TRIBAL EMPLOYMENT RIGHTS OFFICE  
COMPLIANCE PLAN FOR BIDDERS**

Bidder/Employer Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Bid Amount: \$ \_\_\_\_\_ TERO Fee (2%): \$ \_\_\_\_\_

**THIS IS AN AGREEMENT BETWEEN THE KARUK TRIBE’S TRIBAL EMPLOYMENT RIGHTS OFFICE (TERO) AND \_\_\_\_\_, HEREINAFTER KNOWN AS “EMPLOYER” CONDUCTING COMMERCE AND EMPLOYMENT ACTIVITY WITHIN THE ANCESTRAL TERRITORY OF THE KARUK TRIBE.**

- Employer shall provide the completed compliance plan with the submission of bid.
- Upon notification of the award, Employer shall contact the TERO Office within ten (10) days prior to any work to be performed.
- Employer shall contact the TERO Office and Contract/Project Manager immediately, in writing, advising of any contract or sub-contractor changes to obtain approval prior to working on the job site.
- Employer understands and agrees to comply with the requirements and procedures in the selection of contractors, sub-contractors, employees and recruitment of viable Indian applicants in accordance with the Karuk Tribe’s Employment Rights Ordinance and the Karuk Tribe’s Workforce Protection Act (WPA).

By signing below the Employer certifies the position information is true and correct and there have been no omissions in the completion of the labor force projections. Falsification of the information provided will result in sanctions, penalties, fines and/or debarment with the Karuk Tribe.

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Employer Signature

Date



**PRE-AWARD LABOR FORCE PROJECTION**

**Core Crew:** Is defined as a member of a business, Contractor or Subcontractor’s crew who is a regular employee and is in a supervisory or other key position such that the employer would face a serious financial loss if that position were filled by a person who had not previously worked for that employer.

**All other positions** will be filled by the TERO office unless sufficient justification can be made that they are not replaceable for the work that is to be done or unless TERO does not have an individual to refer.

List Core Crew (Full Name):	Job Title/ Years w/Company/Justification:

**List Native American Contractors/Sub-contractors to be hired for this Project:**

Contractor/Sub-contractor Contact Person, Phone # and E-mail:	Work to be Performed:

**List Non-Native Contractor/Sub-contractors to be hired for this Project:**

Contractor/Sub-contractor Contact Person, Phone # and E-mail:	Work to be Performed:

**Open Positions:** Employer agrees to hire 100% of all its open positions/Sub-contractors for this project through the TERO Skills Bank. If Employer is unable to hire 100% then company representatives will need to meet with the TERO Director. Failure to comply with this hiring requirement will result in sanctions and/or penalties.

Job Title/Sub-contractor Needed:	Skills Required:

Number of positions to be filled for this project: \_\_\_\_\_  
 Contact person/info for job referrals: \_\_\_\_\_  
 Date TERO referrals needed: \_\_\_\_\_ Job start date: \_\_\_\_\_

<p><b><u>For Internal Use Only:</u></b></p> <p>Contract Number #: _____ Project Manager: _____</p> <p>TERO Office Approval _____ Date: _____</p> <p><b><u>Comments:</u></b></p>
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**APPENDIX E**  
**To Request for Lump Sum Fixed-Price Quotation**

1) Location Map: 38030 Highway 96, Orleans, CA 95556:

