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**Karuk Community Health Clinic**

64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270

# Karuk Tribe

**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

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**Request for Qualifications****24-RFP-021****Architectural/Engineering/Design/Planning**

**For More Information:** Neva Gibbens, (530) 627-3446 Ext. 3013, [ngibbens@karuk.us](mailto:ngibbens@karuk.us)  
**Proposal Deadline:** Friday, June 7<sup>th</sup>, 2024, no later than 5:00 p.m. (Pacific Standard Time)

**Sealed responses must be mailed to the PO Box address, hand delivered or emailed and will not be opened if received after the designated submission date and time noted below.**

This full Request for Statement of Qualifications (SOQ) is available on the Karuk Tribe's website at [www.karuk.us](http://www.karuk.us).

**SUBMIT TO:**

Emma Lee Perez – Contract Compliance Specialist  
Karuk Tribe Administrative Offices  
64236 Second Avenue  
P.O. Box 1016  
Happy Camp, CA 96039  
[emmaleeperez@karuk.us](mailto:emmaleeperez@karuk.us)

**NOTE:**

(1) PLEASE SUBMIT ONE (1) ORIGINAL AND FOUR (4) COPIES (IF SUBMITTING BY MAIL OR IN PERSON) OF THE RESPONSE TO THIS RFQ BY **FRIDAY, MAY 17<sup>th</sup>, 2024 BY 5:00PM PST**

(2) E-MAILED SUBMISSIONS WILL BE ACCEPTED

(3) ALL INFORMATION INQUIRIES MUST BE SUBMITTED TO: Neva Gibbens, Department of Natural Resources, via email; [ngibbens@karuk.us](mailto:ngibbens@karuk.us) or by phone: (530) 627-3446 Ext. 3013.

## Request for Qualifications

24-RFP-021

### Architectural/Engineering/ Design/Planning

**For More Information:** Neva Gibbens, (530) 627-3446 Ext. 3013, ngibbens@karuk.us

**Response Deadline:** Friday, June 7<sup>th</sup>, 2024, no later than 5:00 p.m. (Pacific Standard Time)

The Karuk Tribe is soliciting qualified firms to submit Statements of Qualifications (SOQs) for architectural, engineering, design, planning and estimation services for the Karuk Tribe Department of Natural Resources (KDNR).

Architectural, Engineering, Design and Planning Services will be requiring the Consultant to follow all pertinent Tribal, local, Federal, and State building codes and regulations.

A performance period of the contract(s) shall be from the date approved by Tribal Council to 6/30/2025 with the option to extend.

The Karuk Tribe is accepting Statements of Qualifications from competent firms that have experience and support capabilities for a variety of existing infrastructure upgrades and new multi-purpose buildings with Karuk themes incorporated into the design. This includes planning services, construction estimating services.

The Tribe does not explicitly or implicitly guarantee the award of any specific project, contract, or relationship as a result of qualification under this solicitation.

### **Scope of Work**

So that the department and Tribe may progress and achieve funding deliverables for a series of critical needs, KDNR requires a pool of qualified firms with capabilities in architectural, engineering, design, planning services, and estimating projects from mid-2024-2025 with possible extension.

KDNR is seeking one or more firms under this solicitation with experience with Tribes working on both Trust and Fee parcels, and in coordination with federal, state and county level agencies/departments were applicable.

Scoped activities are typified by the following examples, but may include or be elaborated to require further domains and areas of subject matter expertise. **Qualified respondents shall** describe their experience, capability, and capacity to support:

- Engineering, drawings, plot plans, construction estimates and schedules used to pursue grant funding for phased KDNR buildout and new construction projects with an emphasis on energy saving and climate resilient technology.
- Project management and construction management services
- Obtaining local government Building Permits

Materials shall be developed in close consultation with the KDNR and other departments within the Tribe, state and federal agencies, and consultants supporting project planning. **Qualified respondents shall** detail their experience working with Tribal, state and federal projects of this nature. We are

especially seeking firms with extensive history of incorporating localized Tribal themes into architectural design.

*Design and cost estimates will account for the Build America, Buy America Act (BABA) as applicable.*

*\*Public Law Number 117-58, §§ 70901-52*

## **I. REQUIRED CONTENT OF STATEMENT OF QUALIFICATIONS**

### **1. Cover Letter (1-page maximum):**

- a. Name of firm
- b. Geographical location
- c. Name and geographical location of the primary contact that will manage business with the Tribe on behalf of the firm
- d. Number of years in operation providing the services described, and geographic locations served.
- e. Signature of individual(s) authorized to bind the firm to conditions of this solicitation.

### **2. Experience and Qualifications (5 pages maximum):**

- a. Summary of education, qualifications and related experience of the firm's primary Tribal contacts and other key staff members who may be assigned this work.
- b. Narrative descriptions of previous projects similar to those identified in the scope of work sufficient to convey the firm's experience and technical capabilities. Please describe at least two recently completed or ongoing projects with Tribes similar to the Karuk in size and scope of need.
- c. A description of the firm's project initiation, management, and delivery process sufficient to explain to a non-technical, scoring audience how work will be started, progressed, assessed, and completed. Please ensure your description considers externalities such as Tribal Council or community engagement, federal or county agency requirements.

### **3. Attachments and Addenda (Please provide as separate files in .pdf format):**

- a. Three example deliverables from projects similar to those described in the scope of work, specifically one formal estimate with contingency, one design document, and one estimated project implementation plan/timeline. While it is preferred that these come from a singular project similar in nature to those described in the scope of work, we understand that artifacts of multiple projects may be appropriate to highlight experience and capability of your firm.
- b. Names, Tribal governments, organizations and phone/email contact information of three clients for projects of similar scope and complexity who may be contacted as a result of this solicitation, and who have worked with the proposed primary contact for the firm.
- c. An itemized fee schedule using the provided form showing hourly rates by resource and related costs.
- d. A percentage of completion at which a cost estimate could be produced for the build out components.
- e. Narrative response to TERO Compliance Plan/Training/Apprenticeship Opportunities (see attached TERO documents).
- f. Proof of liability insurance including limits.
- g. Copies of certifications, licensures, and state permits required to be held by staff and the firm to legally and compliantly operate and perform the scope of services proposed.
- h. Indian Preference documentation, if applicable.

## **II. SELECTION PROCEDURES CRITERIA**

- Proposals will be evaluated by the KDNR Director or assigned staff and other key personnel, and a number of qualified firms will be approved by the Karuk Tribal Council based on the following criteria:
- a) Presentation, clarity, understanding of possible project scope and firm’s role in this work.
  - b) Experience/Key Personnel – Firm summary and a list of key personnel including their role within the proposer’s firm and ability to perform the services as reflected by technical training and education with an emphasis on Tribal projects.
  - c) Past performance as reflected by previous clients in respect to such factors as control of costs, milestone accomplishment, communication, timeliness, and addressing complications.
  - d) Cost – overall cost for professional services, including detailed fee schedule (see attached form).
  - e) TERO Compliance Plan/Training/Apprenticeship Opportunities – **please review the Ordinance here: [https://www.karuk.us/images/docs/tero/TERO\\_Ordinance\\_06-08-15.pdf](https://www.karuk.us/images/docs/tero/TERO_Ordinance_06-08-15.pdf)** and the compliance form which **must be included** with all responses, here: [https://www.karuk.us/images/TERO\\_Compliance\\_Plan\\_for\\_Non-Construction\\_Contracts.pdf](https://www.karuk.us/images/TERO_Compliance_Plan_for_Non-Construction_Contracts.pdf) **Completed TERO documents must be submitted with all responses to be deemed eligible**
  - f) Indian preference, if applicable.

The Karuk Tribe reserves the right to accept or reject any proposal. The Tribe also reserves the right to negotiate final terms with the selected vendor. The Tribe will select the proposal that it considers most advantageous to the Tribe.

Proposals will be reviewed by representatives of the Karuk Tribe following the receipt of the RFQs with the selection and notification of the highest qualified firm shortly thereafter.

## Engineering Services Itemized Professional Fee Schedule

Engineering	Costs Per Hour
President/CEO	
Principal	
Project Manager	
Senior Engineer	
Architect	
Project Engineer	
Senior Project Designer	
Project Designer	
Engineering Technician II	

Engineering Technician I	
Support Technician	

<b>Planning/Landscape Architecture/Environmental/GIS</b>	<b>Costs Per Hour</b>
Planning Manager	
Senior Planner	
Associate Planner	
Assistant Planner	
Landscape Architect Manager	
Landscape Architect	
Landscape Architect Designer	
Environmental Manager	
Environmental Specialist	
GIS Technician II	
GIS Technician I	

<b>Geotechnical/Testing/Inspection</b>	<b>Costs Per Hour</b>
Professional Geologist	
Geotechnical Manager	
Construction Services Engineer	
Construction Services Supervisor	
Senior Inspector	
Field Technician II	
Field Technician I	

<b>Surveying</b>	<b>Costs Per Hour</b>
Surveying Manager	
Professional Land Surveyor	
Surveying Technician II	
Surveying Technician I	
1 Man Survey Crew	
2 Man Survey Crew	
3 Man Survey Crew	

<b>Administrative and Other Services</b>	<b>Costs Per Hour</b>
Administrator	
Clerical	

<b>Other</b>	<b>Rate</b>
Lodging Rates	
Per Diem Rates	
Mileage Rates	
Other Rates as needed	