

---

**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

---

**Request for Proposals**

**23-RFP-016**

**For More Information:** Misty Rickwalt, Transportation Director, 530-627-3016, [mrickwalt@karuk.us](mailto:mrickwalt@karuk.us)

**Site Visit:** Wednesday, May 24, 2023 at 1:00 PM

**Proposal Deadline:** Tuesday, June 6, 2023 by 5:00 PM PST

**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 Proposals 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) E-MAILED SUBMISSIONS WILL BE ACCEPTED

(2) ALL INFORMATION INQUIRIES MUST BE SUBMITTED TO: Misty Rickwalt,  
Transportation Director, 530-627-3016, [mrickwalt@karuk.us](mailto:mrickwalt@karuk.us)

## **Request for Proposals**

**23-RFP-016**

**For More Information:** Misty Rickwalt, 530-627-3016, [mrickwalt@karuk.us](mailto:mrickwalt@karuk.us)

**Site Visit:** Wednesday, May 24, 2023, 1:00 PM, PST

**RFP Response Deadline:** Tuesday, June 6, 2023, 5:00PM PST

The Karuk Tribe is soliciting bids for hazard tree removal. The three (3) large conifer trees are located near the Orleans Karuk Medical Clinic, at 325 Asip Road, in Orleans, California.

### **Scope of Work**

1. Work to be performed consists of removing hazard trees as identified/marked by owner.  
Felling: Trees identified for removal must be felled in sections and in such a way as to reduce potential impacts to adjacent utilities, buildings, parking facility, and properties. Logs, limbs over 8” in diameter, and all woody debris, shall be separated and hauled to a nearby location (within 1 mile of project site). Remaining stumps shall be ground out to a minimum of 6” below grade. The project site shall be completely cleared of all tree and stump removal debris from the area prior to final payment for the project.
2. Contractor shall coordinate work with all local agencies and utility companies as applicable to complete work in a safe manner. Work must conform to all applicable codes and regulations. Contractor shall be licensed, insured and bonded, and provide proof of such with their bid.
3. Bid shall itemize the individual cost for removal of each tree, separately.

**NOTE: It shall be understood that this project will take place in a residential and commercial area. The selected Contractor shall establish appropriate methods and procedures in order to ensure the safety of the residents, visitors and staff, and to prevent damages to existing structures, facilities and vehicles. Contractor will be held liable for any damages occurring to existing structures, facilities, and/or vehicles, as a result of the tree removal process. As this is in a residential area, work shall not be performed prior to 8am nor after 7pm.**

## Statement of Qualifications

Respondents to this RFP shall include a Statement of Qualifications and performance data identified in the following numbered items:

1. Company summary identifying applicable capabilities and relevant experience in performing project tasks.
2. Names, position titles, relevant training and qualifications of company personnel who may be involved in the tree felling and debris removal process.
3. Statement of the proposed scope of work; including proposer's understanding of project tasks, methodology for completion and equipment expected to be used.
4. Submit a complete itemized fee schedule. Certified payroll must be submitted with all invoicing.
5. The name and contact information of three (3) clients who may be contacted and for whom your company has recently performed similar tasks.
6. Proof of current State of California D49 license.
7. Narrative response to TERO Compliance Plan/Training/Apprenticeship Opportunities (see attached TERO documents).
8. Proof of liability insurance including limits.
9. 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.
10. Describe any and all conflicts of interests or other considerations of concern regarding public procurement that would compromise the ability of the Tribe to fully comply with 2 CFR 200.318-320.
11. Indian Preference documentation, if applicable.

## **II. SELECTION PROCEDURES CRITERIA**

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** 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 RFPs with the selection and notification of the highest qualified firm shortly thereafter.