
Karuk Community Health Clinic

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Karuk Tribe

**Karuk Dental Clinic**

64236 Second Avenue
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Administrative Office

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Request for Proposals**23-RFP-033****Project Coordination for DNR Expansion****For More Information:** Neva Gibbens, DNR Deputy Director, 530-627-3446, ngibbens@karuk.us**Proposal Deadline:** September 29th, 2023 no later than 5:00 p.m. (Pacific Standard Time)**STATEMENT OF WORK:**

The Karuk Tribe requests proposals for the following Scope of Work required for the planning of the Karuk Department of Natural Resources (KDNR) facilities expansion design and engineering. We are seeking project coordination that will work closely with Tribal staff and other contractors as needed, to guide the completion of the design and engineering phase of the KDNR expansion in a timely manner. This person or firm will serve as the main point of contact between the engineering contractors and the Tribal staff involved in this project.

The engineering and design process being managed will result in plans for adding on to the current KDNR facility as well as the development of plans for several other buildings, water treatment, storage, workforce housing, parking lot layout, green energy systems, etc. Project coordination will include gathering information from KDNR staff about the facility needs for long term growth and sustainability and communicate these to the engineering and design team during the development of plans. They will coordinate with KDNR leadership to communicate updates, changes, and progress of the project on a weekly or bi-weekly basis, as needed.

This person or firm should have excellent written and oral communication skills and the ability to understand and converse on a technical level about construction, permitting, and engineering plan development. They should have a demonstrated ability to work well with Tribal staff and understand the challenges that they may face with this type of project in a rural area. Project coordination should be efficient, thorough, and pay excellent attention to detail. They will be using the draft Facilities Master Plan to build off of for the completed designs, incorporating all of the approved requests and requirements gathered from DNR staff.

Bid should be based on the following tasks:

Task 1- Review the Facilities Master Plan and project timeline with KDNR staff and document the changes, locations identified, and additional needs. Compile this information to provide to engineering and design contractors.

Task 2- Work with Tribal staff and Humboldt County to determine the required permitting for building on relevant fee to trust parcels as quickly as possible.

Task 3- Assist with the Tribe's processes to advertise, select, and manage engineering and design contract(s) to complete the full designs for the entire DNR build out.

Task 4- Meet weekly or bi-weekly, as needed, with Tribal staff (KDNR leadership, Construction and

Planning teams) to keep them apprised of the progress being made and solicit additional input.

Task 5- Be the direct point of contact with the selected engineering and design firm to ensure that the project is proceeding on time and including all requested and required components of the DNR expansion.

Task 6- Assist KDNR staff in the creation of a draft operating plan, including needed IT support and connections, maintenance and custodial staffing, sustainability strategies, programmatic office space assignments, and scope of operational budget.

Task 7- Work closely with DNR staff to research, write, and submit proposals to funders for the construction of the full DNR expansion.

The above list is intended to serve as a functional description and starting point for the project coordination.

TIMELINE:

This project is expected to be complete by the Summer of 2025 with all the necessary materials, plans, and funding in place to start construction.

PAYMENT:

Payment for project coordination work shall be billed for on a monthly basis.

Responses to this Request for Proposals should include the following:

- 1) A statement of qualifications, including relevant project history.
- 2) A proposed approach and rationale for completion of the contract tasks described above, including descriptions of similar work previously completed and the results/benefits achieved.
- 3) An attached price page with hourly rate, travel rates, and other expected costs.
- 4) Names and telephone numbers of three references.

Responses must be hand, mail, or email delivered by September 29th, 2023 no later than 5:00 p.m. (Pacific Standard Time) to:

Emma Lee Perez, Contract Compliance Specialist
Karuk Tribe – Administration Office
64236 Second Avenue
P.O. Box 1016
Happy Camp, CA 96039
Faxes will NOT be accepted
Emails will be accepted at: emmaleeperez@karuk.us

Indian Preference will apply in the selection process in accordance with the Tribal Employment Rights Ordinance (TERO) and/or Indian Preference Act of 1934 (Title 25, USC, Section 47), based on funding source requirements.

All contracts that exceed \$2,500.00 shall be subject to a two percent (2%) Tribal Employment Rights Fee in accordance with the TERO Ordinance.

If applicable, construction contracts in excess of \$2,000, when required by Federal grant program legislation, are subject to compliance with the Davis-Bacon Act (40 USC 276a to a-7) as supplemented by Department of Labor regulations (29 CFR part 5).