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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

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**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****24-RFP-039**

**For More Information:** Robert Perez, 530-493-1600 ext. 2055, [rperez@karuk.us](mailto:rperez@karuk.us)

**Mandatory Pre-Bid:** Wednesday July 10<sup>th</sup>, 2024, 1:00 p.m. (PST)

**Proposal Deadline:** Friday, July 26<sup>th</sup>, 2024, no later than 4:00 p.m. (PST)

Notice is hereby given that the Karuk Tribe (KT) is accepting sealed bids in response to solicitation for Requests for Proposals (RFP) for 1) remodel of a single-family home into an Infant Toddler Center/Daycare located at 38010 Highway 96 Orleans, CA 95556, 2) Roof Renovation located at 459 Asip Rd, Orleans, Ca 95556, 3) the completion of Council Camber waiting room enclosure located 37960 HWY 96, Orleans, Ca 95556. All project is located in the community of Orleans, Humboldt, California.

Only those bidders who attend the **mandatory pre-bid** conference and receive a complete RFP solicitation package will be considered registered bidders. The Karuk Tribe shall not be responsible for the accuracy or completeness of documents obtained through any other means other than submitting a written request and registering as a bidder.

A **mandatory pre-bid conference** will be held on **Wednesday, July 10<sup>th</sup>, 2024, at 1:00 p.m. located at 37960 HWY 96, Orleans, Ca 95556.** Bidders shall inspect the site where services are to be performed and shall satisfy themselves as to all general and local conditions that may affect the cost of performance of the contract to the extent such information is reasonably obtainable.

Bids shall be on a lump sum basis and shall include alternate bids, if any. Bids shall be submitted in a sealed envelope no later than **Friday, July 26, 2024, by 4:00 p.m. (Pacific Standard Time)** to the Karuk Tribe at:

Karuk Tribe  
Attention: Emma Lee Perez  
PO Box 1016  
64236 Second Avenue  
Happy Camp, CA 96039

**FAXED BIDS WILL NOT BE ACCEPTED. BIDS WRITEN WITH ERACEABLE MATERIAL WILL NOT BE EXCEPTED. Bids will be opened and ranked on the criteria contained in this RFP.**

The Construction Manager for this project is Robert Perez who can be reached at (530) 493-1600, ext. 2055 and/or [rperez@karuk.us](mailto:rperez@karuk.us). The Contract Manager for this project is Emma Lee Perez who can be reached at (530) 493-1600, ext. 2017, and/or [emmaleeperez@karuk.us](mailto:emmaleeperez@karuk.us).

**BID SCHEDULE INSTRUCTIONS:** The Contractor shall provide prices for each schedule. It is intended that an award will be made for based on bid evaluations, available funding, and if award is in the best interest of the Karuk Tribe.

**STATEMENT OF WORK:**

The Contractor shall furnish all labor, material, equipment, and services required for construction, of a remodeled single-family home into an Infant Toddler Center/Daycare and removing two sheds located to the west of building for parking spaces. Construction site is located at 38010 Highway 96 Orleans, CA 95556. This project will be a renovation, including but not limited to new roof, electrical system upgrade, replacing windows, providing heating and cooling systems are the responsibility of the bidder. Strip existing roof and underlayment. Remove swamp cooler and fire chimney. Repair any rotten sheathing, and sheet the eaves. Install new fascia boards on the shed roof top and bottom. Enclose all soffits with venting. Install new underlayment and approximately 4,200 sq.' of 16" standing seam roofing. Located at 459 Asip Rd, Orleans, Ca 95556. Complete the enclosure of the council chambers waiting area. Located at 37960 HWY 96, Orleans, Ca 95556 (See Attached Plans).

Bid should be based on the following tasks:

1. Strip existing roof and underlayment. Remove swamp cooler and fire chimney. Repair any rotten sheathing, and sheet the eaves. Install new fascia boards on the shed roof top and bottom. Enclose all soffits with venting. Install new underlayment and approximately 4,200 sq.' of 16" standing seam. Located at 459 Asip Rd, Orleans, Ca 95556.
  2. Complete the enclosure of the council chambers waiting area. Located at 37960 HWY 96, Orleans, Ca 95556. (See Attached Plans)
  3. Renovation of Infant Toddler center. Located at 38010 Highway 96 Orleans, CA 95556 (See attached plans)
  4. Contractor shall be responsible of Final cleanup and removal of all debris  
The above list is intended to serve as a functional description and starting point.
- A. **Costs Submittals:** The Contractor shall prepare preliminary cost estimate, detailed construction cost estimate, and a schedule of values.
1. **Preliminary Construction Estimate:** Estimate shall include all direct construction costs broken down by major specification divisions. Costs shall include line items for construction contractor profit, overhead and risk.
  2. **Detailed Construction Estimate:** Estimate shall include all direct construction costs broken down by individual specification section. The estimate shall show all costs and level of effort associated with work items included in the contract. Costs shall include line items for construction contractor profit, overhead and risk. All items over one thousand dollars shall be broken down to the smallest unit practicable. This estimate will be

used to create the Schedule of Values against which the Contractor will invoice for construction work performed.

3. **Schedule of Values:** The Contractor, with input and final approval by KT, shall create a schedule of values based on specification sections developed during design phases. This schedule of values shall be used during the construction period to monitor progress as well as provide the basis for construction phase invoicing. The schedule of values shall not be confused with the preliminary and detailed construction estimates that are due as part of the design submittals.

- B. **APPLICABLE CODES:** NFPA and ADA shall have primacy otherwise California Code of Regulations (CCR) shall apply.

Americans with Disabilities Act (ADA)

International Building Code (IBC)

National Electric, Uniform Plumbing, and Mechanical Codes

National Fire Protection Association (NFPA)

State of California Code of Regulations (CCR)

Other applicable local, state, or federal regulations including Humboldt County.

- C. **Construction Payment:** Payment for construction work shall be billed for as work is completed. Work shall be billed against the schedule of values generated by the detailed construction estimate. A ten percent (10%) retention will be withheld from each payment until project has been completed and accepted by owner.

- D. **INDIAN PREFERENCE & TERO**

All work awarded and performed under this Contract must comply with the Karuk Tribe Workforce Protection Act. Refer to <http://www.karuk.us/index.php/departments/tero> for more information regarding the Karuk Tribe Workforce Protection Act.

The Contractor shall also comply with all other Owner Indian preference and tribal employment rights ordinance requirements, if any.

If the Contractor has been awarded this Contract because of Indian preference and it is later determined that the Contractor was not 51% Indian owned and controlled by the requisite Native Americans or Native American organization, the Owner may terminate the Contractor's right to proceed. Furthermore, any Indian-preference Contractor must obtain prior approval from the Owner in order to reduce its Indian ownership and control to less than 51% during the course of this Contract.

This contract is subject to all provisions of the Karuk Tribe's TERO Ordinance. Within 10 days of execution of this contract, Contractor shall contact the Karuk Tribal Employment Rights office at 530-493-5305 ext. 2030. An amount equal to 2% (two percent) of this contract sum, and all future change orders is payable to the Karuk Tribe

as a TERO fee. Contractor may include the entire TERO fee in his first application for payment, or include the TERO fee in each of his progress payment applications. Refer the required Karuk Compliance Plan in Attachment B.

E. **BONDING AND INSURANCE REQUIREMENTS**

1. The Contractor shall within five days after the receipt of a Notice of Award furnish the Tribe's Contracting Officer with a Performance Bond and a Payment Bond in penal sums equal to the amount of the contract price, conditioned upon the performance by the Contractor of all undertakings, covenants, terms, conditions and agreements of the contract documents, and upon the prompt payment by the Contractor to all persons supplying labor and materials in the prosecution of the work provided by the contract documents. Such bonds shall be executed by the Contractor and a corporate bonding company licensed to transact such business in the state in which the work is to be performed. The expense of these bonds shall be borne by the Contractor. If at any time a surety on any such bond is declared as bankrupt or loses its right to do business in the state in which the work is to be performed, the Contractor shall within ten days after notice from the Contract Manager to do so, substitute an acceptable bond (or bonds) in such form and sum and signed by such other surety or sureties as may be satisfactory to the Contract Manager. The premiums on such bond shall be paid by the Contractor. No further payments shall be deemed due nor shall be made until the new surety or sureties shall have furnished an acceptable bond to the Contract Manager.
2. Upon Notice of Award of contract the Contractor is required to provide evidence of Workman's Compensation and General Liability Insurance to the Tribe's Contracting Officer.

F. **EVALUATION FACTORS:**

Proposals will be evaluated and award will be made on the basis of both cost and considerations identified below and what is the best value to the Karuk Tribe. Submitted information shall be specific and clearly delineated. Failure to address evaluation factors may result in disqualification.

1. **Cost (50%):** Cost shall include completed bid schedule as well as description of cost control approach and long-term energy efficiencies incorporated into the finished completed building.
2. **Team Composition and Key Personnel (25%):** Team composition and description including company names and roles of each member including other professional firms, general contractors and/or any form of subcontracting. Also included shall be the professional qualifications, expertise, experience, and education of key team personnel who will be directly involved in the project.
3. **Management Strategy and Quality Control (25%):** Description including narrative that addresses the coordination and scheduling with team members and KT personnel.

This shall include all phases of remodel. Scheduling shall demonstrate knowledge of project starting from Notice to Proceed to contract completion including milestones and major portions of contract work. Construction phases should include but is not limited to mobilization/demobilization, excavations, interior finish, exterior finish, site utilities, commissioning, pre-final inspection, and final inspection.

**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).**

**Price Page for 24-RFP-039:**

**Proposal Submitted by:**

**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Amount requested to be compensated for each task:**

- Task: \_\_\_\_\_
- Task: \_\_\_\_\_
- Task: \_\_\_\_\_
- Task: \_\_\_\_\_

**List up to three references with phone numbers below:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**Other Comments:**

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

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