

The logo for Karuk Community Development Corporation features a blue and white geometric pattern of interlocking triangles. The text "Karuk", "Community", and "Development" are arranged in a staggered fashion across the top, while "Corporation" is centered below them.

Karuk

Development
Community
Corporation

Request for Proposals

The Karuk Community Development Corporation is requesting proposals for professional consulting services for the following Scope of Work required for the preparation of a feasibility study for a convenience store/drive through smoke shop located in Yreka, CA. Proponent shall submit an overview of how they will conduct the feasibility study and an overview of the content of the study report that will be prepared.

The Karuk Community Development Corporation shall administer all contracts resulting from this RFP, and any changes thereto in accordance with the Fiscal Policies and Manual.

Scope of Work

Provide a review and assessment of all the factors that could influence the development and operation of a convenience store in Yreka, CA. These will include an internal and external analysis and recommendations; an examination and evaluation of the market and nearby housing communities to ensure successful development and implementation of the convenience store, which will include the following project deliverables:

1. A description of businesses and services to be provided.
2. A review and assessment of the factors that could influence the profitability of a convenience store and drive through “smoke shop”.
3. An examination and evaluation of the market needed to ensure successful operation of a convenience store/smoke shop located on tribal land.
4. Identification of facility needs for a convenience store with a drive through window for tobacco sales.
5. Analysis of pertinent economic, demographic other pertinent information for the immediate and broader market areas for the site.
6. Provide projections of demographic trends for the next five years of operation.
7. Analysis of return on investment (ROI) for the proposed convenience store/smoke shop for the first five-years of operation.
8. Analysis of the competitive environment within which the proposed convenience store will operate, including existing and potential competitors for the local market.
9. Tour the existing facilities and the surrounding site to evaluate the relative suitability for the development being considered.

Responses to this Request for Proposals shall include the following:

Please limit the proposal to succinct yet informative and concise documents. The following items should be included in all proposals submitted:

1. Full contact information for consultant, including daytime number and email.

2. Scope of Work by “Project Deliverables”.
3. Proposed Project Timelines & Work Plans by “Project Deliverables”.
4. Fee schedule with due dates for the work outlined in the Scope of Work.
5. A statement of qualifications, including relevant project history.
6. A proposed approach and rationale for completion of the contract tasks described in the Scope of Work, including descriptions of similar work previously completed and the results/benefits achieved.
7. Team or individual bios and credentials of all consultants working on the project.
8. Professional referrals with address and phone numbers.
9. Any history of working with Tribes and/or Tribal business entities

Three (3) original copies of this proposal are required to be submitted. Responses may be hand delivered, mailed or emailed by December 1, 2015 at 5:00 pm to:

Karen Derry, Economic Developer/Operations Manager
Karuk Community Development Corporation
P O Box 1148
529 Jacobs Way
Happy Camp, CA 96039
kderry@karuk.us

Include: *Convenience Store Proposal* in subject line of email.
Faxes will not be accepted.

General Provisions

Indian Preference

This Request for Proposal is open to all qualified, responsive bidders. Indian Preference will apply in the selection process in accordance with the Karuk Tribe’s Tribal Employment Rights Ordinance (TERO).

TERO Compliance Plan (Mandatory/Required)

A Compliance Plan describing how Indian Preference will be applied must accompany the proposal. The Compliance Plan is available on the Karuk Tribe’s website:

<http://www.karuk.us/index.php/departments/tero> or by contacting the Karuk Tribe’s TERO Office at: (530) 493-1600, extension 2030.

Indian owned businesses must provide certification from their Tribe of origin. Indian owned businesses not certified by their Tribe of origin must complete a Statement of Qualifications available by contacting the Karuk Tribe’s TERO Office at: (530) 493-1600, extension 2030.

TERO Fee (Mandatory/Required)

The Karuk Tribe assesses a TERO (Tribal Employment Rights Ordinance) fee of two percent (2%) of the total for contract amounts that exceed \$2,500.00 on or near the Karuk Ancestral Territory. Additional information for the TERO fee can be obtained by contacting the Karuk Tribe’s TERO Office at: (530) 493-1600, extension 2030.