

**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



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

## **Administrative Office**

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

## **Request for Proposals**

### **20-RFP-019**

**For More Information:** Ryan Hammer, 530-493-1600, rhammer@karuk.us

**Site Visit:** Friday, March 13, 2020 1:00 p.m. (PST)

**Proposal Deadline:** Friday, March 20, 2020 by 5:00 p.m. (PST)

**General Description:** The Karuk Tribe requests proposal bids from qualified firms to provide investigations and a Site Development Plan for a proposed Karuk Tribal Court Facility in Yreka CA. The site development plan will need to include specifications and mitigations for electrical, septic and water systems, pavement and parking and preliminary court facility layout specifications. The proposed facility will entail the installation of a factory built modular building which is not a part of this RFP.

## **KARUK TRIBE**

### **REQUEST FOR LUMP SUM FIXED QUOTATION**

#### **SOLICITATION FOR LUMP SUM FIXED-PRICE QUOTATIONS BASED ON PRICE ONLY (Small Purchases of \$150,000 or less)**

The Karuk Tribe requests lump sum fixed-price quotations for an Engineering Investigations Site Development Plan for the preliminary Design and Layout specifications for the Karuk Tribal Court Facility building and also specifications for Water System, Septic System, Power, and Communication lines Rough Grading and Finish Grading, Aggregate Subbase and Blacktop Pavement for driveway, and ADA parking, and public parking development located at the intersection of Campbell and Thook St. Yreka CA.

1. The Karuk Tribe is requesting these quotations under the small purchase procedures. This is a less formal, simplified process which will help us to expedite our selection. Because the Karuk Tribe is following this process, we will not be able to accept quotations that are more than \$150,000.
2. Quotations are invited from non-Indian as well as Indian-owned economic enterprises or organizations.
3. The Scope of Work is as set forth on Appendix A, attached to this Solicitation. Anyone submitting a quotation for this work may visit the job site to ascertain the nature and location of work and to satisfy itself as to the general and local conditions which can affect the work. A site visit is scheduled for interested firms for **Friday, March 13, 2020 at 1 p.m. – Corner of Campbell and Thook St. Yreka CA 96097.** (APN# 062-061-030).
4. **Indian Preference.** Any firm seeking Indian preference in this award must provide evidence that it is not less than 51% Indian owned and controlled. If claiming this preference, please contact us immediately so that we can fax you a pre-qualification statement that you must fill out and return within two days of your receipt. Karuk Tribe will then review the statement and determine eligibility for preference.

5. **Award.** The contract will only be awarded to a responsive, responsible individual or firm. The contract will be awarded to a qualified Indian enterprise submitting the lowest responsive quotation if such quotation is within budgeting limits established for this solicitation and is within the limits identified in the Karuk Tribe Procurement Policy regarding Indian preference in contracting. If no responsive quotation by a qualified Indian enterprise is within the above-stated limits, then award will be made to the individual or firm with the lowest responsive quotation
6. All quotations must contain a commitment to provide Indian preference in 1) subcontracting, 2) training, and 3) employment, and must contain a statement describing the methods that will be used to provide such preferences. This statement is part of the submitted quotation. This statement will be evaluated as part of the submitted quotation, and any quotation failing to contain such preference statement or failing to adequately address such preference requirements shall be deemed non-responsive. If you believe it is infeasible to provide Indian preference in subcontracting, training, or employment, you must include in your quotation a certification as to the reasons why.
7. The successful individual or firm on this solicitation must comply with the Tribe's TERO Ordinance, including any licensing requirements. This includes, but is not limited to, paying a 2% TERO fee on the work to be performed. Tribal minimum wage rates shall apply. For a copy of the TERO Ordinance and more information, the Karuk Tribe TERO Director, should be contacted at (530) 493-1600 ext. 2030.
8. This solicitation does not commit Karuk Tribe to award a contract or to pay any costs incurred in the preparation of quotation or the procurements of supplies. Karuk Tribe reserves the right to reject any and all quotations or to re-solicit when it is deemed by Karuk Tribe to be in its best interest to do so.

**APPENDIX A**  
**To Request for Lump Sum Fixed-Price Quotation**  
**SCOPE OF WORK**

1. Quotations shall include a lump sum fixed-price quotations for the Site Design and Infrastructure Development for a Karuk Tribal Court Facility to include an Engineering Investigations Site Development Plan for the preliminary layout specifications for the Karuk Tribal Court Facility building and specifications for Water System, Septic System, Power, and Communication lines Rough Grading and Finish Grading, Aggregate Subbase and Blacktop Pavement for driveway, and ADA parking, and public parking development located at Corner of Campbell and Thook St. Yreka CA.
2. Quotations shall include the development of a complete site plan to include the following:
  - A. Site Dimension Plan.
  - B. Preliminary Court Facility and layout specifications for a Construction Bid Package for a 2,800 sq. ft. Facility.
  - C. Erosion and Sediment Control Plan including subsurface and retaining wall drains and inlets for a paved 18' wide driveway and parking area for 8 spaces including ADA.
  - D. Geological/Soils Report.
  - E. Water System Design for well system, water quality, pumphouse, chlorination, water storage tank and transmission lines to meet local code requirements or Tribe requirements.
  - F. Commercial Septic System Design to meet local code requirements or Tribe requirements.
  - G. Electrical Power Requirement Design.
  - H. AC Paving and Parking Layouts with details. Design for Pavement for Driveway and ADA Parking, and Staff and Public Parking. Aggregate gravel driveway and parking lot base will be (  $\frac{3}{4}$  inch dia. 3 inch deep base material). Appropriate storm draining for parking and driveways shall meet standard engineering practices.
  - I. Include 10 hours Engineering Fee for construction administration services inspection.
  - J. The Karuk Tribe will provide a copy of the Karuk Tribal Court Facility Environmental Assessment for environmental engineering mitigation considerations.

**Responses to this Request for Proposals should include the following:** 1) A statement of qualifications, including relevant project history. 2) A proposed approach and rational for completion of the contract tasks described above, including descriptions of similar work previously completed and the results/benefits achieved. 3) A lump sum price, with attached price break-down page. 4) Names and telephone numbers of three client references.

All bids must include a TERO fee of 2% on the total bid amount and completed TERO Compliance Plan Tribal wage rates and Indian preference will apply only for Indian preference.

**Responses must be hand, mail, or email delivered by Friday, March 20th, 2020 no later than 5:00 pm (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](mailto:emmaleeperez@karuk.us)