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**Karuk Community Health Clinic**

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# Karuk Tribe

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**Request for Proposals****16-RFP-012**

**For More Information:** Eric Cutright, 530-493-1604, [ecutright@karuk.us](mailto:ecutright@karuk.us)

**Mandatory Pre-Bid Meeting:** 10 AM PST, February 18, 2016, 37960 Highway 96 Orleans, CA

**Proposal Deadline:** Monday, February 29, 2016 no later than 5 PM (Pacific Standard Time)

The Karuk Tribe requests proposals for Professional Telecommunications Fiber Optic Facilities: Engineering and Design, Contract Administration, Construction Inspection, and Mapping to support the Klamath River Rural Broadband Initiative.

**Project Overview**

The Klamath River Rural Broadband Initiative (KRRBI) will provide high-speed broadband Internet service to people living in the ancestral territories of the Karuk and Yurok Tribes, including tribal and non-tribal community members, who are presently unserved or underserved by current broadband providers. The Karuk Tribe, a California utility (Competitive Local Exchange Carrier or CLEC), is the lead applicant and fiscal agent for the project, which has been granted over \$6.6 million California Advanced Services Fund (CASF) funding from the California Public Utilities Commission (CPUC).

The intent of the project is to provide broadband access to 7 first responder agencies, 15 other anchor institutions, as well as 616 households in Orick, Orleans, Johnsons, Wautec, Weitchpec, and other neighbors and businesses along the way in Humboldt County, California. To achieve this shared goal, the Karuk and Yurok Tribes have agreed to partner under the Karuk Tribe's CLEC.

The KRRBI project will deploy about 104 route miles of fiber optic network along California State Highways 96, 169, and (briefly) 101, and along Humboldt County roads including Dredge Road in Orleans, Tulley Creek Road and Bald Hills Road between Weitchpec and Orick, Hilton Road in Orick, and Crannell and Dows Prairie Roads north of McKinleyville.

The Karuk Tribe is beginning the permitting process with multiple local, state, and federal agencies and will require some engineering support during the permitting process. The Karuk Tribe will secure the support of a separate firm for acquisition of all needed private land easements. A separate firm (EnerTribe) is providing permitting support for the KRRBI project. EnerTribe will file for all needed permits, and will prepare and submit a Proponent's Environmental Assessment (PEA). The submission of the PEA begins the permitting process and institutes a two-year completion deadline. The Karuk Tribe anticipates that construction will likely begin in early 2017 and be completed in 2017.

At this time the Tribe anticipates about 74 miles of underground installation and 30 miles of overhead installation on existing joint-use poles. Maps at the end of this request for proposals show the general vicinity in northern California and the proposed route.

## **Scope of Work**

This project calls for the planning, design, bid management and inspections of fiber optic outside plant facilities. The Karuk Tribe will not require the engineering firm to produce network design for electronics. The design of electronics, node location power requirements, cabinet specifications, etc. will be conducted by Earthprint Technologies.

For the purposes of this RFP, the engineering firm will focus strictly on the design for outside plant fiber optic facilities, which will include but not be limited to wireless tower design and specifications, specifications for underground and overhead installation, splice locations, specifications for termination shelves, and construction requirements. The Karuk Tribe has identified five (5) key tasks that will be required of the selected engineering firm. Each of these tasks will require close coordination with the Karuk Tribe and other team members of this project, including but not limited to EnerTribe and Earthprint Technologies.

### **Task One – Provide Engineering Support for Permitting and Easements**

This task has several elements, some of which cannot be known in detail until agencies express their preferences for route and installation methods. Therefore, the Karuk Tribe is requesting your best estimate of costs for this task based on your firm's experience with similar projects. The intent is for the engineering firm to support EnerTribe and the Karuk Tribe in completing the permitting process. This task will commence the day after the contract with the engineering firm is finalized and will continue through the permitting process. It includes:

- Review and suggest improvements in proposed installation methods for the entire 104-mile route. Work with EnerTribe to develop reasonable alternatives where needed.
- When necessary, attend a weekly 1-hour conference call to report on progress and coordinate with the Karuk Tribe project manager and EnerTribe.
- Complete drawings for permit applications as needed. Some applications require detailed drawings while others will require them after environmental analysis is complete.
- Provide detailed text, photos, and "typical" drawings of each installation method to support the Project Description and the PEA.
- Provide additional support as requested during the third-party review and completion of the NEPA/CEQA process, attending at least two agency meetings as requested.
- Provide final drawings, maps, plans, and profiles, as required, for private easements and public rights of way, easements, or permits, including the National Park Service, USDA Forest Service, US Army Corps of Engineers, California State Lands Commission, CalTrans, California Department of Forestry and Fire Protection, and Humboldt County Planning and Building as well as Humboldt County Public Works.
- Where aerial installation is proposed, prepare engineering analysis and needed make-ready changes for pole attachment agreements using the software used by the pole

leasing company (e.g. O-Calc for Verizon-occupied poles).

### **Task Two – Develop Bid Specifications for Construction and Installation of OSP Fiber Network**

The Karuk Tribe will require the construction contractor to obtain a bond, and as with any industry standard contract, liability insurance, and qualifications for the work will be required. The engineering firm shall be required to develop drawings (staking sheets and maps) and specifications for the construction of the outside plant fiber optic facilities. The drawings, maps, and specifications must be approved by The Karuk Tribe and follow accepted outside plant engineering practice. The engineering firm shall be responsible for staking the route and producing computerized maps (AutoCAD and ArcGIS compatible in 11x17 formats). The engineer shall be responsible for assessing entry points, splice locations, and access points along the project route and shall coordinate with The Karuk Tribe representatives on all these locations.

The engineering firm will also produce Engineering and Construction Documents, Contracts, and Agreements using standard industry methods. The engineering firm shall be responsible for preparing the terms and conditions, contractor requirements, scope of work, maps, and all items necessary to produce a comprehensive bid package. The engineering firm will use Industry Standard documents in these processes.

The engineering firm shall produce an electronic copy of the bid package (drawings and specifications in PDF format) as well as a hard copy. The bid package will be prepared in coordination with EnerTribe and the requirements of the permits. The engineering firm will assure that all relevant permit terms and conditions, including but not limited to erosion control, tribal and cultural monitoring, limited operating seasons and hours, and limited work spaces, are included in the bid package. This task will commence when permit terms and conditions, including the agencies-approved route, are known, expected to be near the end of the NEPA/CEQA process in 2016.

### **Task Three – Review and Evaluate Bid Responses**

The engineering firm shall be responsible for answering contractor questions during the bid process, holding a pre-bid meeting in Orleans, CA, and issuing any addenda or changes to the overall bid package based on questions raised by bidders. It is the Karuk Tribe's intent to provide all bidders with responses to questions from any bidders, and to modify the bid package if necessary to reflect responses.

The engineering firm shall work with Karuk Tribe representatives to review submitted contractor bids, and assist in the evaluation, selection and negotiations with the selected contractor.

### **Task Four – Prepare Construction Contracts which serve as formal agreements for the Contractor**

The engineering firm shall prepare construction contract documents, following accepted industry practice. All construction contracts will need to be reviewed and approved by the Karuk Tribe before being shown to bidders.

The engineering firm, The Karuk Tribe and the contractor shall hold a pre-construction meeting in Orleans, CA to discuss general expectations, schedules, and other contract requirements. Prior to construction, the Contractor will be required to submit material sheets to the engineering firm for approval.

### **Task Five – Inspection and testing services for OSP construction**

The engineering firm shall provide full-time resident engineer and inspection services for construction efforts on the Project. The resident and inspectors shall keep daily logs and field notes on the contractor's construction progress and provide timelines and progress reports to meet CPUC quarterly and annual report requirements. The resident and inspectors shall submit weekly reports to the Karuk Tribe each Monday by 8 am for the previous week. The resident and inspectors shall be on site daily and be familiar with each of the permits applicable in each area, their terms and conditions, and the agency inspection and reporting requirements for each. The engineering firm shall notify the Karuk Tribe of any major issues related to the construction. The Karuk Tribe shall work closely with the engineering firm, inspector, contractor, and other parties to resolve issues. The Karuk Tribe reserves the right to conduct random inspection of contractors working in the field to assure that construction is proceeding according to permit terms and conditions and industry standard installation practices.

The engineering firm shall provide weekly written progress reports (via e-mail attachments) on construction activities and general issues related to construction of the fiber optic network. The Karuk Tribe, engineering firm, and the contractor shall hold bi-weekly construction meetings to review work progress, invoicing requirements, issues to resolve, etc. The meetings can be held at the construction site.

The engineering firm will supervise all testing of facilities and equipment as construction routes are completed. Where feasible, each segment will be completed and tested as its construction is complete, to assure that all splicing and installation elements are fully functional.

Upon completion of construction, the engineering firm, the Karuk Tribe and the contractor will hold a construction closeout meeting in Happy Camp, California. The purpose of this meeting will be to assess any discrepancies still outstanding as a result of construction, and will review final timelines and details with the engineering firm and the Karuk Tribe.

The engineering firm will be responsible for providing one (1) electronic copy of as-built drawings at the conclusion of Task 5, as well as three (3) hard copies of as-built maps (11x17) to The Karuk Tribe.

## **Proposal Process**

**THERE IS A MANDATORY PRE-BID MEETING** to be held in the Karuk Tribe Council Chambers at 37960 Highway 96, Orleans, CA at 10 AM on February 18, 2016. Bids will only be accepted from bidders who attend this meeting.

All inquiries and questions related to this RFP must be directed **IN WRITING** via mail or e-mail to:

Eric Cutright  
IT Director, Karuk Tribe  
Office: (530) 493-1604  
P.O. Box 1016  
Happy Camp, CA 96039  
[ecutright@karuk.us](mailto:ecutright@karuk.us)

Responses to questions from any bidder will be provided in writing to all bidders.

**Responses must be delivered by Monday, February 29, 2016 no later than 5 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

Email delivery is acceptable and can be made to: [emmaleeperez@karuk.us](mailto:emmaleeperez@karuk.us).  
Fax will NOT be accepted.

Once proposals are submitted, the Karuk Tribe will review the proposals, and select one (1) firm as a finalist, and begin negotiations with the firm to finalize a contract for professional engineering services and present to the Tribal Council for review and approval. If Karuk Tribe staff cannot negotiate a contract successfully with the selected firm, the next highest-ranking firm will be contacted and negotiations will begin. The process will continue until a contract is finalized and mutually agreeable with the Karuk Tribe and the selected engineering firm.

**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.**

**A background check consisting of employment history, professional references, and criminal check may be conducted. Applicants will be required to pass the background**

**check in accordance to the Karuk Tribe Personnel Policy and Federal/State/Tribal requirements.**

**This project is funded by the California Advanced Services Fund (CASF). The CASF Program by California statute requires that all invoices be submitted to the state for review before payment. Because of this requirement, payment of invoices from the selected bidder may be delayed up to several months pending state review.**

The following timetable outlines the anticipated schedule for the RFP and Contract process. The timing and the sequence of events resulting from this RFP may vary.

<b>Event</b>	<b>Anticipated Dates</b>
RFP Issued	February 5, 2016
RFP Due Date	February 29, 2016
Selection of firm	March 10, 2016
Contract finalized	March 25, 2016
Engineering Firm Begins Work	March 21, 2016
PEA submitted (estimated)	April 30, 2016
NEPA/CEQA process complete (estimated)	December 30, 2016
Proposed Engineering/Staking Complete	January 31, 2017
Bid Package Mailed to Contractors	February 17, 2017
Contractor Bids due	March 10, 2017
Bid Evaluation – Contractor Selected	March 24, 2017
Construction Contract Finalized	April 14, 2017
Construction Begins	April 17, 2017
Construction Ends	December 1, 2017
Engineering Contract Ends	December 29, 2017

**Responses to this Request for Proposals should include the following:**

- 1) **Cover Letter:** Indicating your firm's interest in the project, and highlighting key points of your proposal.
- 2) **Firm Overview:** Including company history, number of employees by discipline, number of California licensed professional engineers and their specialties, company locations, location of office where this project will be managed, and length of time your firm has provided similar services. Also indicate the systems you utilize to produce outside plant engineering designs (AutoCAD, Microstation, ArcGis, and others). We require the selected engineering firm to be licensed to do business in California and have on staff at least one California-licensed professional engineer in the civil or structural specialties.
- 3) **Proposed Project Team:** Include an organizational chart and resumes of key project team members, including their role in this project. Also identify who the primary manager for this project will be within your organization.
- 4) **Experience:** Indicate your experience with planning and design of fiber optic outside plant networks, including buried and aerial deployments. Show your experience with designing and managing implementation on long-haul, regional and metropolitan fiber optic networks. Also outline your experience with ROW, environmental permitting, experience with CalTrans or other State Transportation Departments, and your experience with permitting underground fiber optic construction.
- 5) **Proposed Services and Project Approach:** Please define how your firm will manage this project, and will ensure a quality construction bid document is produced. Please describe your work plan to accomplish the project tasks. Also, identify any innovative design or project management techniques you have utilized on past projects that have helped reduce design times, or improved quality of your services.
- 6) **References:** Please provide a minimum of three (3) references where your firm and your proposed Project team have provided outside plant engineering services similar to those requested herein. Please include client's name, address, name of contact person, that person's phone number, email address, and description of work and dates completed.
- 7) **Time Schedule:** Based on the schedule above, provide a timeline of key deliverables. Be as specific as possible for each Task, and specify where completion of a task is dependent on the actions of other members of the Karuk Team.
- 8) **Pricing/Fees:** Please include a comprehensive breakdown of your proposed engineering fees to complete this project as indicated in the scope of work. Include a schedule of hourly rates for your key project team members, and any outside consultants or sub-contractors you plan to utilize on this project. Provide detail of the labor and expenses (travel, reproduction, etc.) for each separate Task based on your estimate of probable costs for engineering services. Any additional charges will need to be negotiated and approved by the Karuk Tribe in writing. Please include the 2% TERO fee as indicated above in your pricing summary.
- 9) **Financial Statements:** Include information related to your financial stability; including certified financial statements, revenues over the past three (3) years, any pending lawsuits or legal actions against your company, and contact information for your financial institution. Include your coverage for general liability, workers compensation, professional liability and errors and omissions insurances. The Karuk Tribe requires a minimum of \$6,000,000 in professional liability insurance.
- 10) **Other Current Projects:** Indicate your existing client workload, and what other projects your team is committed to, including project time frames. If you have any projects which

may cause a conflict of interest, or could otherwise hinder your proposed timeframes, please describe those projects and how your firm manages multiple client priorities.

11) **TERO Compliance Plan:** Please fill out and attach a TERO Compliance Plan to your proposal. The TERO Compliance Plan may be downloaded here:

[http://www.karuk.us/images/docs/tero/TERO Compliance Plan for Bidders - 10222013.pdf](http://www.karuk.us/images/docs/tero/TERO_Compliance_Plan_for_Bidders_-_10222013.pdf)

## Evaluation Criteria

The Karuk Tribe evaluation team will assess each submitted proposal, and rank the proposal according to the following points:

Experience of project team	35
References	20
Firm experience with permitting support	25
Innovative design techniques	10
Location of Project team	10
Total Possible Points	100

All requested information in the Proposal Format section must be included in your response. The Karuk Tribe reserves the right to reject any and all proposals, and to enter into contract negotiations with the firm selected.

Engineering firms are solely responsible for their own expenses in preparing a Proposal, and for subsequent contract negotiations with The Karuk Tribe. If The Karuk Tribe elects to reject all proposals, The Karuk Tribe, its Council, and its staff will not be liable to any firm for any claims, whether for costs or damages incurred by the respondent in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.