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Karuk Dental Clinic
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Request for Proposals 17-RFP-002

For More Information: Sandi Tripp, (530) 627-3063, stripp@karuk.us
Proposal Deadline: December 2, 2016, 5:00 PM (Pacific Standard Time)

PROJECT TITLE: Panamnik: Orleans Community Center Connectivity Project

INTRODUCTION

The Karuk Tribe, in partnership with the Local Government Commission (LGC), is seeking a qualified consultant or consultant team with community design and transportation planning and engineering expertise to develop a comprehensive plan for creating an active, walkable town core for Orleans residents and visitors. The plan will improve both access to and visibility of Orleans' rich cultural heritage and recreational resources by leveraging and connecting existing community assets. Plan components will include circulation and design improvements for all forms of mobility (walking, bicycling, transit and driving), site concepts for culturally-sensitive new development (in particular, vacant parcels in the town center adjacent to CA Highway 96 and the Klamath River), and sustainability enhancements to existing development and public spaces.

The selected consultant will participate in a two-day charrette and prepare the draft and final plans, with input from the Tribe, and LGC. The consultant will provide illustrations, plans, and typical cross sections, and other illustrative graphics developed during the charrette. Photo-simulations and renderings that illustrate concepts for the town center are highly desirable.

The final document will include conceptual designs, recommendations and development standards for improved road safety and operations, pedestrian, bicycle and transit facilities, streetscape features, development opportunity sites, community entry features and focal points. It will also include an implementation strategy that identifies both low-cost, short-term infrastructure improvements and long-term, capital intensive projects, with cost estimates and potential funding sources. The plan will not include final engineering.

BACKGROUND:

Gaining federal recognition in 1979, the Karuk Tribe adopted our formal constitution on April 17, 1985. The mission of the Karuk Tribal Council is *to promote the general welfare of all Karuk People, to establish equality and justice for our Tribe, to restore and preserve Tribal traditions customs, language and ancestral rights, and to secure to ourselves and our descendants the power to exercise the inherent rights of self-governance.*

Today, the Karuk Tribe is now one of the largest and most geographically dispersed indigenous groups in California. There are currently more than 3,664 enrolled members, and 2,860 more identified Karuk descendants. The Karuk Tribe Ancestral Territory includes most of Siskiyou County and the northeastern portion of Humboldt County in Northern California. Tribal lands currently consist of 900 acres of tribal reservation and trust lands; 761 acres fee lands. The Karuk Service Area includes a portion of eastern Humboldt County and Siskiyou County. The service area is centralized in the community of Happy Camp (Siskiyou County, pop. 1,190; 39.2% American Indian/Alaska Native), with additional program offices 75 miles to the east in Yreka (the Siskiyou County Seat, pop. 7,765; 10.5% American Indian/Alaska Native), and 40 miles to the south in Orleans (Humboldt County, pop. 700; 39.2% American Indian/Alaska Native).

The Town of Orleans is both remote and economically disadvantaged; infrastructure is outdated and services limited with attendant high unemployment (18.3% for Humboldt County and much higher in the Town of Orleans). This rural region has many barriers related to natural hazards that pose a significant threat to Karuk Tribal infrastructure and property, as well as to the health and safety of Tribal members residing in the remote mid-Klamath region. Wildfires often sweep through the vast acreage of surrounding National Forest lands. Severe winter storms cause extreme flooding of the Klamath, Salmon, Scott, and Shasta Rivers and countless tributaries, produce erosion, create high winds, and lead to power outages that often last days. Adding to the challenges of natural hazards, the winding two-lane highway that connects these riverine communities is subject to winter closures due to mudslides, rockslides, ice, snow, and flooding, as well as summer closures due to forest fires and smoke.

The plan will be developed through an intensive community engagement and public charrette process to clearly establish the community's desired improvements and physical character. This Project will build upon previous efforts and existing data, such as the *Middle Klamath River Community Transportation Plan (MKCTP)*, the "Enhancing Tribal Health and Food Security in the Klamath Basin of Oregon and California by Building a Sustainable Regional Food System" project, and the "Orleans SR 96 Complete Streets Bicycle, Pedestrian Facility and Safety Enhancement Project."

To guide the proposed planning process, the Tribe will create an advisory group comprised of Tribal staff, school district representatives, service organization professionals, businesses, community interest groups, and other stakeholders whom reflect the community's demographics and perspectives. Caltrans District staff will also be invited to participate. The consultant will join the advisory group. With the support of these partners, the Tribe and LGC will conduct outreach, organize and coordinate the charrette process that includes workshops, walking audits, and meetings with residents and stakeholders to inform a comprehensive plan for creating an active, walkable town core for Orleans residents and visitors. This final plan and implementation strategy will be reviewed and ratified by the Karuk Resources Advisory Board, and signed by the Karuk Tribal Council; to ensure that the Tribe's cultural sites are duly protected.

PROJECT TEAM:



Karuk Tribe

The Tribe is the grant recipient, and has the Fund Transfer Agreement with Caltrans and the Federal Highway Administration. The Tribe will identify staff representatives to participate in all aspects of the project, and will hire a local person to serve as the local public relations lead and carry-out day-to-day project implementation. The staffing support for the project, will include coordination with project partners, consultant selection, participation in the advisory group, publicity of the project and the design charrette, and documenting the community engagement. The Tribe is assisted by the Local Government Commission.



Local Government Commission
Leaders for Livable Communities

The Local Government Commission (LGC)

The LGC will assist with project management, coordinate the RFP process for consultant selection on behalf of the Tribe, organize and facilitate the community design charrette, provide content and help produce outreach and publicity materials (e.g., flyers and posters), document the public input for inclusion in the plan, and assist Consultant with development of plan.

Consultant

The selected consultant will contract directly with the Tribe and become part of the project team. The consultant will analyze and document baseline conditions, will actively engage in the public process, develop design concepts and recommendations that respond to input from the community, Tribe and partner agencies, and prepare the administrative draft, public draft, and final plan documents.

SCOPE OF WORK:

1. Project Planning and Coordination

Task 1.1: Conduct Project Kickoff Meeting

- **Responsible Party:** Consultant, Karuk Tribe and Local Government Commission

Task 1.2: Assemble Project Management Team

- **Responsible Party:** Consultant, Karuk Tribe and Local Government Commission

Task 1.3: Procure Consultant

- **Responsible Party:** The Karuk Tribe and Local Government Commission

Task 1.4: Assemble Advisory Group

- **Responsible Party:** The Karuk Tribe

Task 1.5: Document Conditions and Prepare Base Maps

The selected consultant will work with the Tribe, LGC and other sources to compile and organize available information on existing conditions for the project area. This would include traffic volumes, crash data, state route planning and construction plans, aerial and base maps, development standards and regulations, and relevant policy documents, reports and studies. The consultant will also prepare technical base maps for design and analysis work and maps easily understood by the public for use at meetings and the public events.

- **Responsible Party:** Consultant, Karuk Tribe and Local Government Commission

Task 1.6: Advisory Group Meetings

Attend advisory group meetings. The advisory group will meet a minimum of three principal occasions during the course of the project.

3 - One day Project Advisory Group Meetings: Two meetings to plan for charrette, and one meeting to review comments on draft plan.

- **Responsible Party:** Consultant, Karuk Tribe and Local Government Commission

Task 1.7: Ongoing Coordination

Monthly project team conference call meetings will be held between Tribal staff and LGC to ensure good communication on all upcoming tasks and that the project remains on time and within budget. The selected consultant will participate in the monthly meetings.

- **Responsible Party:** Consultant, Karuk Tribe and Local Government Commission

2. Community Outreach and Publicity

Task 2.1: Produce and Distribute Outreach Materials

The Tribe and LGC will work closely with Orleans community members to conduct publicity and outreach throughout the course of the project. Specific tasks will include:

- **Responsible Party:** The Karuk Tribe and Local Government Commission

3. Community Design Charrette

Task 3.1: Agenda Development and Logistics

LGC, in coordination with the Tribe, Consultant, and advisory group, will develop the detailed agenda for charrette events and activities. The Tribe will arrange facilities, food (in accord with grant guidelines for eligible snack and refreshment expenses), and other supporting promotional and celebratory activities.

- **Responsible Party:** Consultant, Karuk Tribe and Local Government Commission

Task 3.2: Multi-day Charrette

LGC and Consultant will travel to Orleans for the Community Design Charrette. The LGC will be the main facilitator for activities. The conceptual schedule of core activities for the multi-day charrette includes:

- 3-4 small group stakeholder focus meetings (60 minutes each).
- Opening town meeting: visual opportunities presentation and facilitated community input exercises.

- Facilitated walking assessment(s), training and table maps (participants break out into small groups of 8 people around large aerial maps to identify problems and ideas for solutions).
- Project team production days on-site with opportunities for impromptu meetings and drop in visits.
- Review of concepts with the Tribe and Caltrans staff.
- Closing evening community presentation of preliminary design concepts and recommendations for feedback and guidance.
- **Responsible Party: Responsible Party:** Consultant, Karuk Tribe and Local Government Commission.
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4. Draft and Final Plan

Based on input received through the charrette process and other available data, the final Orleans Community Center Connectivity Project Plan shall address the following:

- Identify tools, strategies and designs to develop a town center that is both community-oriented and visitor destination-oriented; supports safe and convenient access to core uses; enhances local economic opportunity; and highlights important cultural and historical aspects of the community.
- Compose a comprehensive walkway, bikeway and visitor access network (including trails) to connect residences, Orleans Elementary School, the Karuk Tribe Orleans Health and Wellness Clinic, local shopping, civic engagement areas, public parks, Klamath River access and other natural assets.
- Ensure that strategies and design concepts reflect local character, preserve historic features, and enhance appreciation for cultural resources.
- Integrate low impact development (LID) stormwater management strategies into new development, redevelopment, and transportation alterations to improve the health of the Klamath River.
- Designs for public places that support convening cultural events, growing traditional foods, and trading local goods.
- Provide an overall framework for public spaces, development opportunity sites, community gateways, way-finding, and a multimodal transportation network that integrates the improvement recommendations identified in the MKCTP and other planning efforts.
- An implementation strategy that translates the community's identified vision into prioritized projects and program elements with both short-term, immediately feasible action steps, and longer term more capital-intensive improvements.

Responsible Party: Consultant

Task 4.1: Outline and Preliminary Concepts

Approximately one month after the charrette, the consultant will prepare a report outline with preliminary concepts and recommendations, and list of any additional questions, concerns or critical issues that might have emerged during or after the charrette. These documents will be submitted to the Tribe for review by all parties. The Tribe, LGC, Caltrans and the advisory group will then meet with the consultant to provide a comprehensive set of consistent comments relevant to draft plan development.

- **Responsible Party:** Consultant

Task 4.2: Administrative Draft Plan

Within three to four months after the charrette, the consultant will prepare and circulate an administrative draft plan for review by the Tribe, Caltrans staff and members of the advisory group. The plan will include conceptual designs, recommendations and development standards for improved road safety and operations, pedestrian, bicycle and transit facilities, streetscape features, development opportunity sites, and community entry features and focal points. The plan will also identify a network of routes that can be enhanced over time to improve walking and bicycling connections for residents and visitors of all ages and abilities, and for recreation access and tourism. The report will also contain a record of the charrette process, proposed timing and prioritization for implementation of the recommendations, and potential funding sources. The Tribe, LGC, Caltrans and the advisory group will meet to review the Administrative draft Plan and provide a final comprehensive set of consistent comments relevant to final plan development.

- **Responsible Party:** Consultant

Task 4.3: Final Plan/Present to Tribal Council

The consultant will make one round of revisions and finalize the plan. LGC and the consultant will travel to Orleans to assist the Karuk Tribe Department of Transportation in presenting the plan to the Tribal Council for adoption.

- **Responsible Party:** Consultant and Local Government Commission

PROJECT BUDGET AND TIMELINE:

The project budget shall not exceed \$89,000.

The project timeline with key milestones is as follows:

January 2017	Initiate work
May/June 2017	Charrette events
September 2017	Administrative and public drafts
November 2017	Finalize plan
December 2017	Plan submission

PROPOSAL SUBMITTAL INSTRUCTIONS:

Proposals must include:

1. Cover Letter (no more than two pages) that provides the name, address, phone and e-mail addresses of the consultant, the primary contact name and any sub consultants. An authorized principal of the consulting firm must sign the letter.
2. A summary of the firm's qualifications and experience to successfully perform the project tasks, including key personnel and support staff to be assigned to the project and their core responsibilities.
3. Elaboration on the Scope of Services outlined above with additional detail on the approach that will be used to handle the project. Respondents are invited to submit variations and additional elements to the work scope that they feel will enhance project outcomes.
4. Provide a breakdown of costs by task and by all assigned staff for the project (including subcontractors) that includes hourly billable rates and provisions for reimbursable expenses. Please note that, excluding mileage, the Karuk Tribe shall not reimburse for travel expenses within 50 miles of the consultant's headquarters or closest branch office.
5. Up to three relevant reference projects completed in the last five years, including description of services, key personnel involved, core project outcomes, client name and a reference with current contact information.

PROPOSAL FORMAT INSTRUCTIONS:

All submissions must be completed in Times New Roman 12 point font, 8.5" x 11" paper, with 1" margins and no more than 25 pages in length (including the cover letter, cost estimate, relevant experience and references). No binders, folders, or coil/comb binding and include one (1) digital copy (PDF) of the complete proposal with submission.

SELECTION PROCEDURE AND CRITERIA:

The Tribe and the Local Government Commission will review each response to the RFP and may meet with some or all of the respondents. Firms may be asked to clarify, supplement or modify some of the information submitted.

Submissions will be evaluated according to the following criteria:

1. Completeness of the proposal and responsiveness to the RFP.
2. Demonstrated professional skills and credentials of the firm and staff to be assigned to the project, especially with respect to active, multi-modal transportation planning and culturally and environmentally sensitive site design.
3. A clearly defined approach to performing the scope of work.

4. Experience and capacity to work collaboratively with a multi-disciplinary team in a highly participatory design charrette process.
5. Relevant experience.

Proposals are to be sent to the following address and must be hand, mail or email delivered by Friday, December 2, 2016, 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

- Emails **will** be accepted at: emmaleeperez@karuk.us
- Faxes **will not** be accepted

Please direct questions regarding the proposal to*:

Sandi Tripp, Karuk Tribe Director of Transportation
 Office: (530) 627-3063
 Email: stripp@karuk.us

*All questions regarding this RFQ must be received no later than 5 pm on Monday, November 14, 2016, and all responses will be e-mailed to all prospective proposers on or before Friday, November 18, 2016.

Consultant selection is anticipated the week of December 12, 2016

AWARD SCHEDULE:

A tentative schedule of activities related to this Request for Proposals is as follows:

October 11, 2016	RFP distribution
December 2, 2016	Proposal submission deadline
December 6, 2016	Review/ranking of proposals
December 8-9, 2016	Interviews (if needed)
December 12, 2016	Contractor selection and contract award
January, 2017	Project starting date

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.

Panamnik: Orleans Community Center Connectivity Project Map of Project Area

