
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



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

Requests for Qualifications 17-RFQ-001

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

CONSULTANT POSITION: Project Coordinator

PROJECT TITLE: Panamnik: Orleans Community Center
Connectivity Project

The Karuk Tribe requests proposals from qualified individuals to provide local Project Coordinator services on the Orleans Community Center Connectivity Project. The project will utilize a community-driven planning effort and design charrette process, to develop a comprehensive plan for creating an active, walkable town core for Orleans residents and visitors. The Plan will seek to improve both access to and visibility of Orleans' rich cultural heritage and recreational resources by leveraging and connecting existing community assets.

The Project Coordinator will participate in all aspects of the project, serve as the local public relations lead and carry-out day-to-day project implementation; working closely with Orleans community members to conduct publicity and outreach throughout the course of the project.

Project Scope of Work:

- 1) Assist in the coordination of a diverse project specific local Advisory Group.
- 2) Arrange logistics for community events and activities including facilities, food and other supporting promotional and celebratory activities.
- 3) Produce flyers, posters and other materials publicizing charrette events for community-wide distribution as identified by the project Advisory Group.
- 4) Conduct media outreach by preparing announcements, news releases, outreach materials, and posting project information on the Tribal web site (www.karuk.us) and in the tribal newsletter. Announcements and news releases will be submitted to local TV channels.
- 5) Manage project budget ensuring responsible fiscal management.

- 6) Assisting in grant administration, including recording and documenting project milestone accomplishments for submission progress and final reporting requirements.

Consultant Requirements:

- A Bachelor's Degree in Transportation Planning, Community Planning or other related field.
- Or
- Equivalent strong core competency in integrated community planning approaches, practical experience, knowledge, skills in coordination of event management.
- Proficiency in MS office and experience working with a variety of software programs.
- Thorough knowledge of spreadsheets, presentations, databases, word processing and graphics.
- Practical experience, knowledge and skills in grant management and administration. Excellent verbal and written communication skills and presentation skills.
- Ability to work in consultative manner with the Tribal community and with other culturally diverse stakeholders.
- A desire to support stakeholder-based engagement/initiatives in planning
- Strong time management skills.
- Ability to work evenings and weekend for events, when required.

Project End Date: February 2018

Project Budget: Not to exceed \$49,200

PROPOSAL SUBMITTAL INSTRUCTIONS:

Proposals must include:

1. A cover letter / statement of qualifications identifying relevant experience and the results/benefits achieved. (Maximum two (2) pages).
2. A proposed project approach for the scope of work described above, including elaboration of any additional detail and approach that will be used to handle the project. (Maximum three (3) pages).
3. Provide a breakdown of hourly billable rates and costs by task and final actual direct travel expenses reasonably incurred in the performance of contractual tasks will be reimbursable in accordance with Tribal policy. (Maximum one (1) page).
4. Names and telephone numbers of three (3) professional references noting the description of services including reference project and project outcomes with each reference. (Maximum 1 page).

PROPOSAL FORMAT INSTRUCTIONS:

All submissions must include four (4) original copies and be completed in Times New Roman 12 point font, 8.5” x 11” paper, with 1” margins and no more than 10 pages in length. No binders, folders, or coil/comb binding and one (1) digital copy (PDF) of the complete proposal with submission.

SUBMISSION EVALUATION CRITERIA:

1. Completeness of the proposal and responsiveness to the RFQ.
2. Demonstrated professional skills and credentials of the Submitter.
3. Relevant experience and capacity to work collaboratively with a multi-disciplinary team in a highly participatory public process.
4. A clearly defined approach to performing the scope of work.
5. Fee Schedule

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.

The Tribe may begin contract negotiations with the Contractor determined to be the most qualified. In the event that a contract cannot be negotiated with the first Contractor, the Tribe reserves the right to negotiate with the next qualified Contractor(s) until a contract can be reached.

Consultant selection is anticipated the week of December 12, 2016.

AWARD SCHEDULE:

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

October 11, 2016	RFQ 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/negotiations
January 2017	Contract award

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.