
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

**Administrative Office**

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

Karuk Dental Clinic

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

Request for Proposal**21-RFQ-005**

For More Information: Tamara Alexander, talexander@karuk.us, 530-598-0464

Proposal Deadline: Wednesday, May 5th, 2021 no later than 5:00 pm (PST)

The Karuk Tribe/Karuk Community Development Corporation requests proposals from qualified firms for the following scope of work: develop a set of schematic drawings, cost estimates, and site plan for the new construction of a Head Start center in Yreka, CA. The drawing should be for the new construction of a stick build, single story facility that meets all size and facility standards for the Office of Head Start. The cost estimates should reflect the recommended type of construction, implementation schedule, and project management costs.

In order to establish accurate cost estimate for the site location it is required that the selected firm visit the site during the development of required documents. In the event that COVID regulations do not allow for an onsite visit, a virtual tour will be arranged. It is understood that these planning documents shall be delivered to the Karuk Tribe no later than 45 days from the date of selection.

Firms must include a statement of qualifications or resume with their submission. It is understood that this document may be submitted to funding sources in the future as a means to obtain funding for the renovation of this facility.

SCOPE OF WORK

1. Schematic Drawing:

Firm shall coordinate with project team to redesign the existing space to maximize utilization as well as expand the building foot print to include additional offices. Final project will include:

- 2 - Head Start Class rooms with storage closet with shelves and toy closet
- 2 Cubby/locker Rooms (adjacent to classrooms)
- 5 Bathrooms (2 child size, 1 Public, 2 Employee)
- 1 Reception Room
- 1 Family Meeting Room
- 2 Special Service Rooms ie. Speech/language pathology
- 1 Commercial Kitchen with access to Cafeteria
- 1 Cafeteria (with adjoining office)
- 1 Family Services Office
- 1 Health and Disabilities Office
- 1 Director/ Assistant Director Office
- 2 Teacher offices
- 1 Assistant Teacher/ Aide office
- 1 Transporters Office
- 1 Supply and Records Room

- 1 Mechanical and Utility Room
- 1 Multipurpose Conference Room
- 1 Custodial Closet with floor drain and utility sink
- 2 playgrounds
- Break room
- Storage for supplies
- Storage janitorial
- Adequate parking for staff, parents and a school bus drop off

2. Cost Estimate, Site Plan, Implementation Schedule:

- Cost estimate and cost per square foot
- Implementation Schedule to include bid processes through occupancy
- Site plan will include possible future site of adjacent child care facility.
- Construction Project Management Costs should be included separately in the cost estimate.
- Cost estimates should include: Back up generator power, fully operational commercial kitchen space, fully IT compatible with camera system, and an externally monitored fire and security alarm system.

Responses must be hand, mail, or email delivered by Wednesday May 5th, no later than 5:00 pm (PST) 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

APPENDIX B
To Request for Lump Sum Fixed-Price Quotation

LUMP SUM FIXED PRICE QUOTATION

ITEM	PRICE
Schematic Drawing	
Cost Estimate and Schedule	
TOTAL	\$

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.