
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
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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
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Happy Camp, CA 96039
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Request for Proposals

RFP # 14-RFP-008

For More Information: Emma Lee Johnson, 530-493-1600 extension 2022

Proposal Deadline: 5:00 pm, PST February 14, 2014

The Karuk Tribe requests proposals for professional consulting services for the following Scope of Work required for the preparation of a feasibility study for a RV Park in Happy Camp, CA. Proponent shall submit an overview of how they will conduct the feasibility study and an overview of the content of the study report that will be prepared.

Questions relating directly to the RFP process are to be directed in writing by email or phone to Emma Lee Johnson, emmaleejohnson@karuk.us, 530-493-1600 extension 2022. Any addendums shall be posted on the Karuk Tribe's website at www.karuk.us. Proponents are encouraged to visit this webpage on a regular basis.

Scope of Work

Provide a review and assessment of all the factors that could influence the development and operation of an RV Park in Happy Camp, CA. These will include an internal and external analysis and recommendations; and an examination and evaluation of the market and housing communities to ensure successful development and implementation of the RV Park, which will include the following project deliverables:

1. A description of businesses and services to be provided.
2. A review and assessment of the factors that could influence the profitability of an RV Park.
3. An examination and evaluation of the market needed to ensure successful implementation of an RV Park.
4. Identification of facility needs for successful RV Park.
5. Analysis of pertinent economic, demographic and psychographic for the immediate and broader market areas for the site.
6. Prepare detailed segmented analyses of local and regional market demand defined in terms of geography, income/education, spending patterns, interests and hobbies, media preferences and other relevant points of access for the developments being considered.
7. Provide projections of demographic trends for the next five years of operation.
8. Prepare estimates of utilization (occupancy rates), as appropriate, for the recommended RV park/campground for the first five years of operation.
9. Analysis of return on investment (ROI) for the proposed complex for the first five years of operation.
10. Analysis of the competitive environment within which the proposed RV park/campground will operate, including existing and potential competitors for the local and regional markets.
11. Tour the existing facilities and the surrounding site to evaluate the relative suitability for the development being considered.

12. Analysis of the travel and tourism industry for California in general and the Happy Camp area in particular, including historical trends, origins of demand, transportation infrastructure and other factors affecting the overall appeal of the region as a tourism destination.

Responses to this Request for Proposals shall include the following:

Please limit the proposal to succinct yet informative and concise documents. The following items should be included in all proposals submitted:

1. Full contact information for consultant, including daytime number and email.
2. Scope of Work by "Project Deliverables".
3. Proposed Project Timelines & Work Plans by "Project Deliverables".
4. A fee for the work, which must include fees broken out by "Project Deliverables", and any ancillary costs.
5. A project fee schedule, including timelines for due dates and amounts due.
6. An hourly fee schedule if extra work is required, beyond the initial proposal parameters of the project. However, any extra work will be required to be approved by Owner in advance of work being performed.
7. A statement of qualifications, including relevant project history.
8. Description and credentials of any consultant team member(s), if any.
9. A proposed approach and rationale for completion of the contract tasks described above, including descriptions of similar work previously completed and the results/benefits achieved.
10. Names and telephone numbers of three client references.

Three (3) original copies of this proposal are required to be submitted. Responses may be hand delivered, mailed or emailed by February 14, 2014 at 5:00 pm to:

Emma Lee Johnson, Grant Writer
Karuk Tribe
P O Box 1016
64236 Second Avenue
Happy Camp, CA 96039
emmaleejohnson@karuk.us
Include: *Karuk RV Park Proposal # 14-RFP-008* in subject line of email.

Faxes will not be accepted.

General Provisions

Indian Preference

This Request for Proposal is open to all qualified, responsive bidders. Indian Preference will apply in the selection process in accordance with the Karuk Tribe's Tribal Employment Rights Ordinance (TERO).

TERO Compliance Plan (Mandatory/Required)

A Compliance Plan describing how Indian Preference will be applied must accompany the proposal. The Compliance Plan is available on the Karuk Tribe's website: <http://www.karuk.us/index.php/departments/tero> or by contacting the Karuk Tribe's TERO Office at: (530) 493-1600, extension 2030.

Indian owned businesses must provide certification from their Tribe of origin. Indian owned businesses not certified by their Tribe of origin must complete a Statement of Qualifications available by contacting the Karuk Tribe's TERO Office at: (530) 493-1600, extension 2030.

TERO Fee (Mandatory/Required)

The Karuk Tribe assesses a TERO (Tribal Employment Rights Ordinance) fee of two percent (2%) of the total for contract amounts that exceed \$2,500.00 on or near the Karuk Ancestral Territory. Additional information for the TERO fee can be obtained by contacting the Karuk Tribe's TERO Office at: (530) 493-1600, extension 2030.