

KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
Ph: (530) 493-1414 • Fax: (530) 493-1415



1836 Apsuun Street
Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

NOTICE TO BIDDERS

Today's Date:	May 29, 2025
General Description:	
The Karuk Tribe Housing Authority (KTHA) requests proposals for Land Surveying Services , as described further in this solicitation, to develop accurate topographic and boundary data on a 33-acre parcel located at 15 Lower Camp Road, Orleans, CA 95556 APN 529-151-003, as outlined further in the attached Scope of Work .	
Contact Information:	
Karuk Tribe Housing Authority 635 Jacobs Way, PO Box 1159, Happy Camp, CA 96039 Randy White, (530) 493-1414, Extension 3113, rwhite@karuk.us	
Project Manager:	Randy White (530) 493-1414 Ext. 3113, rwhite@karuk.us
Project Name:	Land Surveying Services for Microgrid Orleans
Submission:	Hand Submission: 635 Jacobs Way, Happy Camp, CA Mail Delivery: PO Box 1159, Happy Camp, CA 96039 Email: fwolfenden@karuk.us
Deadline:	Friday, June 13, 2025 by 5pm

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Request for Proposals

Due Date: Friday, June 13, 2025 by 5pm

More Information: Contact Randy White (530) 493-1414 ext. 3113 or rwhite@karuk.us

The Karuk Tribe Housing Authority (KTHA) requests proposals for Land surveying Services, as described further in this solicitation, to develop accurate topographic and boundary data on a 33-acre parcel located at 15 Lower Camp Road, Orleans, (Humboldt County) CA 95556, APN 529-151-003, as outlined further in the attached Scope of Work.

General Information about KTHA:

The Karuk Tribe Housing Authority (KTHA) was established in 1984 and currently manages over 220 low-income housing units in the communities of Yreka, Happy Camp, and Orleans, located along the Klamath River in rural portions of Siskiyou and Humboldt Counties in California. As the Tribally Designated Housing Entity of the Karuk Tribe, our mission is to acquire and maintain assets. KTHA will strive to alleviate the acute shortage of decent, safe, and sanitary dwellings for Native American persons of low and moderate income. KTHA will promote and sustain the culture, education, language, health, welfare, self-sufficiency, and economic independence of its residents.

Affordable housing activities administered by KTHA include low income and elder rental units, lease purchase units, emergency housing units, down payment assistance, student rent vouchers, Elder/ disabled/ temporary/ emergency housing vouchers, home rehabilitation and weatherization grants and loans, home improvement loans, home replacement grants, women's domestic violence transitional housing (operated by Tribe with DOJ/BIA funds), men's transitional sober living housing (operated by Tribe with SAMHSA funds), wellness centers with full scale gymnasiums and fitness centers in both Yreka and Happy Camp, computer center in Yreka, in-house construction crew, in-house Security Officers patrolling all three communities. KTHA employs, on average, 40 employees.

KTHA's primary funding source is the Department of Housing and Urban Development (HUD) Native American Housing and Self Determination Act (NAHASDA) Indian Housing Block Grant (IHBG). In addition to this funding stream KTHA has successfully leveraged millions of dollars in federal, state, and county resources in order to diversify and maximize services to eligible low-income Tribal families. Past and current grant sources include: Low Income Housing Tax Credits, New Markets Tax Credits, Tribal Homeland Security, Department of Homeland Security, FEMA, Cal-OES, USDA Natural Resource Conservation Service, USDA Rural Development Section 504 Grants and Loans, HUD Indian Community Development Block Grant, Bureau of Indian Affairs Housing Improvement Program, and Section 184 Home Loans.

Proposals:

Consultant shall provide estimated pricing for all services, as well as hourly fees, and any other associated costs for providing these services.

The selection of the qualified surveyor will be based on the following evaluation criteria with established point ratings for each category:

- 20 Points: Past successful performance and experience providing similar services to Tribes.
- 20 Points: Capacity and experience to provide services.
- 15 Points: Indian Preference. Points will be given for Indian ownership and participation, and/or evidence that a proposing firm is committed to the hiring of and does hire persons enrolled in federally

recognized tribes, descendants of members of federally recognized tribes, or persons who are actively involved in the Indian Community.

20 Points: Experience and professional qualifications of key personnel including specialized skills, project coordination, management skills and experience in working together as a team.

25 Points: Cost, based on hourly rates.

Responsibilities of Proposer:

KTHA will award contracts only to responsible prospective contractors who have the ability to perform successfully under the terms and conditions of the proposed contract. To be determined responsible, a proposer must:

- 1) Have adequate financial resources to perform the contract;
- 2) Have adequate insurance to protect the KTHA for negligence by the proposer under the contract;
- 3) Have a satisfactory performance record;
- 4) Have a satisfactory record of integrity and business ethics;
- 5) Be properly licensed, bonded, and insured for the work to be performed;
- 6) Not have been suspended, debarred or otherwise determined to be ineligible for award of contracts by the US Department of Housing and Urban Development or any other agency of the US Government, and not have any employees or agents who are to perform services under the contract that have been suspended, debarred or otherwise determined to be ineligible; and
- 7) Not owe KTHA or the Karuk Tribe a delinquent debt.

Consultant's proposal must be responsive. Responsive means one whose bid or proposal substantially complies with all requirements of the RFP.

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) Cover letter with full contact information for consultant services, including phone and email.
- 2) A statement of qualifications.
- 3) A fee schedule and timeline for completion of the deliverables as outlined.
- 4) Demonstrated proof of Indian ownership, if applicable.
- 5) Completed Karuk TERO Compliance Plan (attached).

Proposal Preparation and Submission:

Proposers are expected to examine all Proposal documents, and any and all other documents included with or referred to in the Request for Proposals. Failure to do so will be at the Proposer's risk.

The KTHA intends to award a contract to the responsible proposer who will be the most advantageous to KTHA considering cost and other evaluation factors set forth in the Request for Proposals.

The KTHA may:

- 1) Reject any or all proposals if such action is in the KTHA interest.
- 2) Accept other than the lowest cost proposal.
- 3) Waive informalities and minor irregularities in proposals received; provided, that the KTHA shall not be required to waive any informality or irregularity.

Late Submissions, Modifications, and Withdrawals of Proposals:

Any proposal received at the place designated in the RFP after the exact date and time specified for receipt shall not be considered.

Any modification or withdrawal of a proposal must be received by the exact date and time specified for receipt of proposals.

One copy of the proposal is required to be submitted. Responses must be either hand delivered, emailed

(if emailed, only one file is to be sent), sent via UPS/Fedex, or mailed and received at the KTHA office by, Friday, June 13, 2025 by 5pm (PST) to:

Felicia Wolfenden, Executive Assistant Karuk Tribe Housing Authority
Mail: Post Office Box 1159
Physical: 635 Jacobs Way Happy Camp, CA 96039
Emails are preferred and will be accepted at fwolfenden@karuk.us
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) and/or Native American Housing and Self Determination Act (NAHASDA)/Housing and Urban Development (HUD) projects on or near the Karuk Ancestral Territory.

TERO Compliance Plan (Mandatory/Required)

A TERO Compliance Plan must be included with your proposal and is included with this solicitation. Questions regarding TERO should be directed to the Karuk Tribe's TERO Office at: (530) 493-1600, Ext. 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, Ext. 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, Ext. 2030.

APPENDIX A
To Request for Lump Sum Fixed-Price Quotation
SCOPE OF WORK

The Karuk Tribe Housing Authority (KTHA) requests proposals for **Land Surveying Services**, to develop accurate topographic and boundary data on a 33-acre parcel located at 15 Lower Camp Road, Orleans, (Humboldt County) CA 95556 APN 529-151-003.

The land surveyor will provide professional services to collect and product the following data:

1. Topographic Survey:
 - Contour intervals at 1-foot resolution
 - Elevation points and breaklines
 - Identification of significant topographic features (e.g., slopes, drainage paths)
2. Boundary Survey:
 - Locate and mark all boundary lines
 - Identify monuments or markers
 - Resolve and document discrepancies, if any
3. Utilities Survey:
 - Visible and known utility locations
 - Coordinate with utility companies if necessary
 - Mark above ground utilities and locate subsurface features where feasible
4. Structures Survey:
 - Identify and locate all existing structures (buildings, sheds, fences, etc.)
5. Rights-of-Way:
 - Identify recorded public and private rights-of-way impacting the parcel

Deliverables: The Surveyor shall provide the following products:

- Electronic Copy of Survey Results (PDF) that has the full set of drawings including topographic contours, boundaries, and features. Include legend, scale, north arrow, legal description, and the location of existing roads.
- Digital Terrain Model (DTM) provided in AutoCAD Civil 3D compatible file format and includes contours, breaklines, and elevation points.

The surveyor must meet the following qualifications:

- Licensed Land Surveyor in the State of California
- Valid and current licensure (provide license number upon bid submission)
- Demonstrated experience with similar rural and topographic surveys
- Proficiency in producing CAD-based terrain models

Surveyor will be working with Tanya Garcia and her engineering team at the Schatz Center to complete survey.

For any ground disturbance, a cultural monitor will be required. **At least** 72 hours' notice is required before digging to properly dispatch a monitor from the Tribal Historic Preservation Office.

Quotations may be submitted by email, mail or hand delivery. All quotations must be submitted to KTHA in writing and can be mailed to fwolfenden@karuk.us mailed or hand delivered to PO Box 1159, 635, Jacobs Way, Happy Camp, CA.96039 by **Friday, June 13, 2025 by 5pm.**

APPENDIX D
To Request for Lump Sum Fixed-Price Quotation

**TRIBAL EMPLOYMENT RIGHTS OFFICE
COMPLIANCE PLAN FOR BIDDERS**

Bidder/Employer Name: _____

Mailing Address: _____

City, State and Zip Code: _____

Contact Person: _____ Phone Number: _____

E-mail: _____

Bid Amount: \$ _____ TERO Fee (2%): \$ _____ Combined Total: \$ _____

THIS IS AN AGREEMENT BETWEEN THE KARUK TRIBE'S TRIBAL EMPLOYMENT RIGHTS OFFICE (TERO) AND _____, HEREINAFTER KNOWN AS "EMPLOYER" CONDUCTING COMMERCE AND EMPLOYMENT ACTIVITY WITHIN THE ANCESTRAL TERRITORY OF THE KARUK TRIBE.

- Employer shall provide the completed compliance plan with the submission of bid.
- Upon notification of the award, Employer shall contact the TERO Office within ten (10) days prior to any work to be performed.
- Employer shall contact the TERO Office and Contract/Project Manager immediately, in writing, advising of any contract or sub-contractor changes to obtain approval prior to working on the job site.
- Employer understands and agrees to comply with the requirements and procedures in the selection of contractors, sub-contractors, employees and recruitment of viable Indian applicants in accordance with the Karuk Tribe's Employment Rights Ordinance and the Karuk Tribe's Workforce Protection Act (WPA).

By signing below the Employer certifies the position information is true and correct and there have been no omissions in the completion of the labor force projections. Falsification of the information provided will result in sanctions, penalties, fines and/or debarment with the Karuk Tribe.

Employer Signature

Date

APPENDIX E
To Request for Lump Sum Fixed-Price Quotation

LOCATION MAP

