

# 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

## Request for Proposals

**For More Information:** Sara Spence, (530) 493-1414, Extension 3117

**Proposal Deadline:** 5pm (PST), Friday, October 25, 2024

The Karuk Tribe Housing Authority (KTHA) requests proposals for **Land Surveying Services**, as described further in this solicitation, to develop metes and bounds legal descriptions for ten (10) Lease Purchase parcels in the Karuk Tribe Housing Authority (KTHA) communities of Orleans (Humboldt County) and Happy Camp (Siskiyou County), as outlined further in the attached **Scope of Work**.

All parcels are Federal Tribal Trust Lands and the developed legal descriptions must comply with Bureau of Indian Affairs (BIA) standards for the Karuk Tribe Housing Authority to successfully process Ground Leases for KTHA Lease Purchase Homebuyers who pay off their homes.

Surveying shall be guided by the Manual of Surveying Instructions, 2009, approved by the Bureau of Land Management Indian Lands Surveyor (BILS), and adapted to meet the intended outcome, while abiding by applicable Federal, State, and Tribal laws.

Should the land surveyor encounter any regulations or restrictions that may counter these project instructions, hamper production, or prevent the completion of this survey, he/she should immediately notify KTHA to discuss alternatives or solutions.

### **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 work to be performed is on a project subject to section 7(b) of the Indian Self Determination and Education Assistance Act (25 U.S.C. 45e(b)). Section 7(b) requires that to the greatest extent feasible, (1) preference and opportunities for training and employment shall be given to Indians, and (2) preferences in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. All entities submitting proposals and claiming Indian Preference must include documentation satisfactory to show that they are Indian owned. All subcontracts executed between the proposer and its subcontractors, if any, also are subject to these provisions, and language requiring such compliance will be included in all subcontracts.

In addition to the 7(b) requirement, the successful proposer must comply and ensure that subcontractor compliance with the Copeland Act Requirements (29 CFR, Part 3); 24 CFR part 85 certifications including but not limited to the mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163) and HUD requirements related to reporting, patent rights, and/or copyrights and other rights to data; HUD procurement regulations, KTHA Procurement Policy; and all other applicable laws, rules and regulations.

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

1. 20 Points: Past successful performance and experience providing similar services to Tribes.
2. 20 Points: Capacity and experience to provide services.
3. 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.
4. 20 Points: Experience and professional qualifications of key personnel including specialized skills, project coordination, management skills and experience in working together as a team.
5. 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 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, and/or

**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, October 25, 2024, 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](mailto: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.

**TRIBAL EMPLOYMENT RIGHTS OFFICE  
COMPLIANCE PLAN FOR NON-CONSTRUCTION CONTRACTS**

Contractor/Employer Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

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

- Contractor shall provide the completed compliance plan with the submission of Independent Contract.
- Upon execution of the contract, Contractor shall contact the TERO Office within ten (10) days prior to any work to be performed.
- Contractor 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 scope of work.
- Contractor understands and agrees to comply with the requirements and procedures of the Karuk Tribe's Workforce Protection Act (WPA) including the selection of sub-contractors, employees and recruitment of viable Indian applicants when applicable.

By signing below the Contractor agrees to comply with the information above and certifies the information is true and correct and there have been no omissions in the completion of the labor force projections (when applicable). Falsification of the information provided will result in sanctions, penalties, fines and/or debarment with the Karuk Tribe.

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

## **SCOPE OF WORK**

### **A. METHOD AND ORDER OF PROCEDURE**

#### **1. Local Survey Data**

In the event that local survey data pertinent to this area has been discovered, the land surveyor during the course of the field work, will evaluate local survey data and ties will be made to all corners recovered, whether accepted or rejected. All surveys (Federal and non-Federal surveys) or evidence of survey will be carefully substantiated and verified to determine proper placement using commonly recognized survey methods and procedures.

#### **2. Accuracy Standards**

At a minimum, all survey measurements must conform to the accuracy standards established by Federal, State, and Tribal laws and regulations.

#### **3. Survey of Record map/plat must, at a minimum, provide the following:**

- a) Bearings, distances, or curve data along the entire boundary of parcels.
- b) Record boundary information along the entire boundary parcels (if applicable).
- c) Identify any encroachment upon or over boundary lines.
- d) Acreage for parcels.
- e) Meet or exceed the federal, state, and tribal regulations or which is most stringent.
- f) Contain a map closure meeting or exceeding accuracy standards established by federal, state, and tribal regulations.
- g) Survey map must furnish sufficient information for the identification of the spatial limits for parcels.

#### **4. Development of Legal Descriptions**

Legal descriptions must be susceptible to one interpretation and written using proper terminology, phraseology, punctuation, arrangement, and paragraphing. Description should furnish sufficient information for the identification of the spatial limits or area by a land survey and should contain clear “intent” and proper “qualification” of the lands being described for the present and the future without ambiguity. Legal descriptions should “stand on their own” and provide enough information that can be located on the ground by a land surveyor.

In the event that the legal description is a parcel, lot, or tract number, the parcel map or survey of record, must furnish sufficient information for the identification of the spatial limits of the parcel surveyed.

#### **5. Map Closure Accuracy**

Map closure must meet or exceed accuracy standards established by federal, state, and tribal regulations.

### **B. MONUMENTATION**

The resurvey and retracement of additional lines for proper closure and necessary control is authorized, as is the monumentation of intermediate corners, providing such monumentation can be accomplished without additional retracement.

All corners will be monumented and marked according meeting federal, state, and tribal regulations. If it is necessary to re-monument or rehabilitate an existing corner, be very careful to perpetuate the evidence that identified that position. Keep a complete record of the description of the old monument as identified, together with any alterations and additions.

### **C. GEODETIC CONTROL**

If using geodetic control, the geographic position for the survey will be determined by using survey grade Global Navigation Satellite System (GNSS) receivers, or by closed traverse ties to National Geodetic Survey (NGS) reference monuments having North American Datum 1983 (2011) Epoch 2010.00 values.

#### **D. FIELD NOTES**

During the course of the field work, survey records are to be kept current and complete in every detail before leaving the field. Field notes will be prepared to contain a complete technical record of all data pertaining to the survey; include the precise course and length of all lines; show ties to the Public Land Survey System (PLSS); and provide a complete description of all corners recovered (whether accepted or rejected) and the new monuments set.

#### **E. MODIFICATION OF INSTRUCTIONS**

Should something happen that might require additional instructions or make these instructions inapplicable as prepared, the land surveyor must immediately submit a written report of the situation with appropriate recommendations for consideration by the Karuk Tribe Housing Authority.

#### **F. BOUNDARY CORNER MARKING**

All exterior boundary corners must be identified and marked appropriately for future recovery. In the event an exterior corner cannot be set, a reference corner must be set and references made for future recovery.

#### **G. CONTROLLING CORNER PHOTOGRAPHS**

At a minimum, three digital photographs must be taken of each controlling corner and each monument set, with the point number and direction specified in the file name. Explanation of the views described below are found in the "Requirements for Digital Photographs of Survey Control" published by the National Geodetic Survey.

- 1) Close-up (taken vertically, so stamping is clear and legible).
- 2) Eye level (taken vertically, shows mark and area).
- 3) Horizontal view, mark in foreground, features in the background  
[https://geodesy.noaa.gov/web/surveys/photo\\_submissions/](https://geodesy.noaa.gov/web/surveys/photo_submissions/)
- 4) Additional horizontal view photos from different cardinal directions can also be taken if need to explain the corner in detail.

#### **H. PROJECT DELIVERABLES**

The following are final project deliverables:

- 1) Hard copy of the approved signed survey plat and legal description.
- 2) Copies of Field notes/Books.
- 3) Copy of the final CAD drawing (in a format compatible with AutoCAD 2018 (or earlier version) used for the approved record of survey plat/map and legal description in electronic medium.
- 4) Map closure report of approved survey plat/map.

**SURVEY SITES: See individual maps for further details and proposed lots.**

#### **Site 1: Four (4) Orleans Lease Purchase Lots**

**Assessor's Parcel Number:** 529-131-013

**Addresses:** 420 Asip, 460 Asip, 440 Asip, and 500 Panamnik.

#### **Site 2: Three (3) Orleans Shivshaneen Lease Purchase Lots**

**Assessor's Parcel Number:** 529-282-010

**Addresses:** 35 Shivshaneen, 44 Shivshaneen, and 52 Shivshaneen.

#### **Site 3: Two (2) Happy Camp Upper Itroop Lease Purchase Lots**

**Assessor's Parcel Number:** 016-010-290

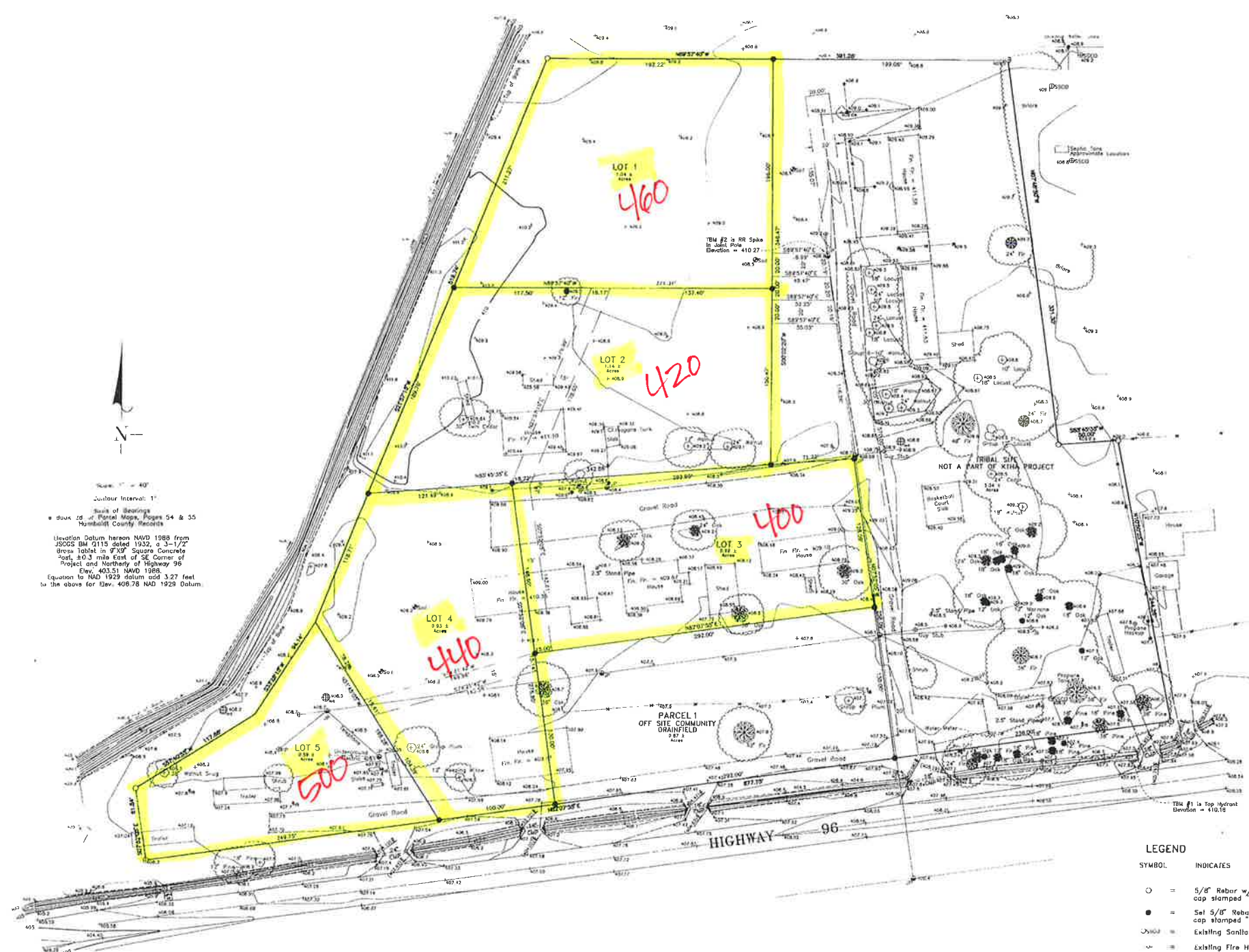
**Addresses:** 62614 Upper Itroop and 62739 Upper Itroop.

#### **Site 4: One (1) Happy Camp Indian Creek Lease Purchase Lot:**

**Assessor's Parcel Number:** 016-330-390

**Address:** 631 Indian Creek Road.

# Asip/Panamnik Lots



Scale: 1" = 40'  
 Contour Interval: 1'  
 Basis of Bearings  
 - from 25 of Parcel Maps, Pages 54 & 55  
 Humboldt County Records  
 Elevation Datum hereon NAVD 1988 from  
 USGS BM 0115 dated 1932, a 3-1/2" x  
 5-1/2" brass label in 9" x 9" Square Concrete  
 cap, 20.3 mile East of SE Corner of  
 Project and North of Highway 96  
 Elev. 403.51 NAVD 1988  
 Equalized to NAD 1983 datum add 3.27 feet  
 to the above for Elev. 406.78 NAD 1983 Datum

- LEGEND**
- | SYMBOL | INDICATES   |
|--------|---|
| ○      | 5/8" Rebar w/ 1-1/2" aluminum cap stamped LS4446      |
| ●      | 5/8" Rebar w/ 1-1/2" aluminum cap stamped LS4446      |
| ○      | Existing Sanitary Sewer Cleanout                      |
| ○      | Existing Fire Hydrant                                 |
| ○      | Existing Water Gate Valve                             |
| ○      | Hosebibb  |
| ○      | Existing Pole Anchor                                  |
| ○      | Existing Joint Power/Telephone Pole                   |
| ○      | Existing Power Pole                                   |
| ○      | Existing Telephone Pole                               |
| ○      | Soil Test Hole  |
| ○      | Existing fence line                                   |
| ○      | Flowline elevation (23.45) denotes existing elevation |
| ○      | Existing Antenna                                      |
| ○      | Beauty Salon Sign                                     |

**DESCRIPTION:**

All that real property situated in the County of Humboldt, State of California, in a portion of the Southeast Quarter of Section 36, Township 11 North, Range 5 East, and a portion of the Southwest Quarter of Section 31, Township 11 North, Range 6 East, Humboldt Meridian, described as follows:

**BEGINNING** at a point on the North line of State Highway 96 at the Southwest corner of the land conveyed to James W. and Hermine P. Hundley by deed recorded November 18, 1987 in Book 1858 of Official Records, page 269, Humboldt County Records, from which the West quarter corner of said Section 31 bears North 08 degrees 17 minutes 30 seconds West, 1,050.00 feet, and U.S. Mineral Monument No. 22 bears South 65 degrees 14 minutes 25 seconds West, 1,722.66 feet and a 2.5" brass cap monument as shown on Block 51 of Survey, page 123, corner note #5 bears South 10 degrees 50 minutes 25 seconds East, 2.54 feet;

**THENCE**, along the West line of said Hundley land North 10 degrees 50 minutes 25 seconds West, 244.26 feet to the Northwest corner thereof;

**THENCE**, South 85 degrees 45 minutes 35 seconds West, 50.00 feet;

**THENCE**, North 07 degrees 48 minutes 50 seconds West, 331.30 feet;

**THENCE**, North 89 degrees 57 minutes 40 seconds West, 391.28 feet;

**THENCE**, South 21 degrees 57 minutes 15 seconds West, 519.74 feet;

**THENCE**, South 33 degrees 28 minutes 15 seconds West, 94.14 feet;

**THENCE**, South 57 degrees 40 minutes 55 seconds West, 117.86 feet;

**THENCE**, South 07 degrees 52 minutes 05 seconds East, 61.84 feet to the North line of State Highway 96;

**THENCE**, along said North line North 52 degrees 07 minutes 55 seconds East, 877.75 feet to the Point of Beginning.

Containing 8.53 acres, more or less.

This real property description has been prepared by me or under my direction in conformance with the Professional Land Surveyors Act on March 6, 1995.

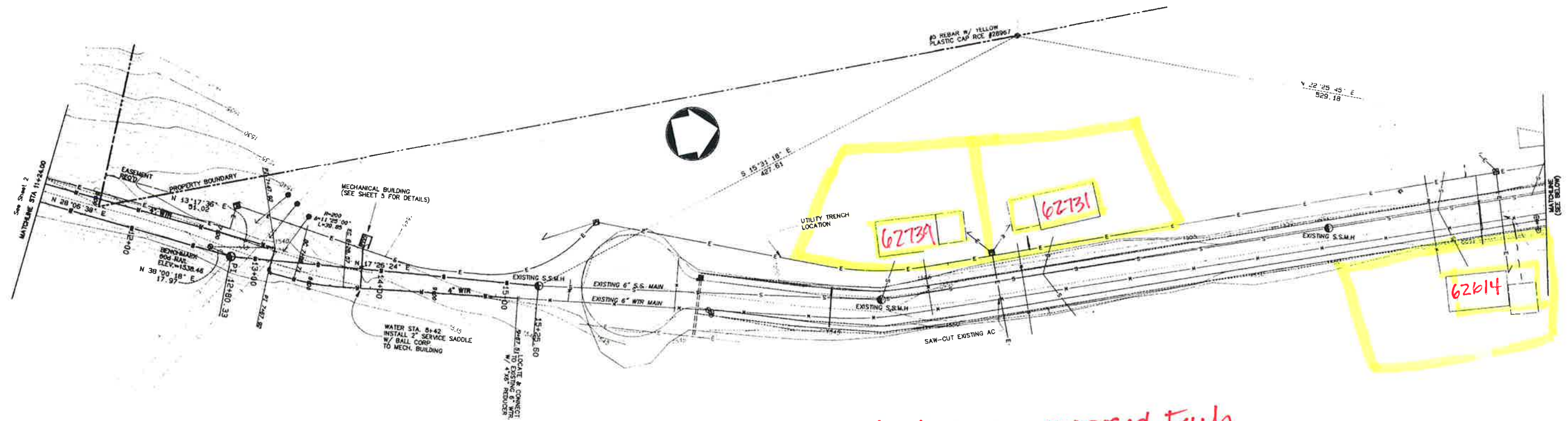
Kenneth J. Ormsberg, Jr. LS 4446  
 Expires 9-30-97

Project Title		KARUK TRIBE OF CALIFORNIA ORLEANS KARUK TRIBAL HOUSING AUTHORITY CA 23-3 AND CA 23-6	
Architect		CHARLES C. YOUNG III, A.I.A. ARCHITECT 6843 URUBU STREET - CALISTO, CA 92009 (919) 431-2018 / 431-1054	
Drawing Title		SURVEY OF 5 LOT SUBDIVISION	
Project Number		102	
Drawn		Checked	
Date		Drawing Number	

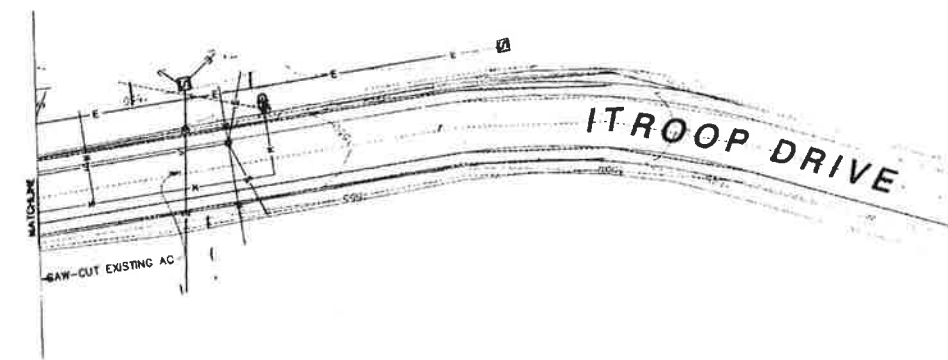
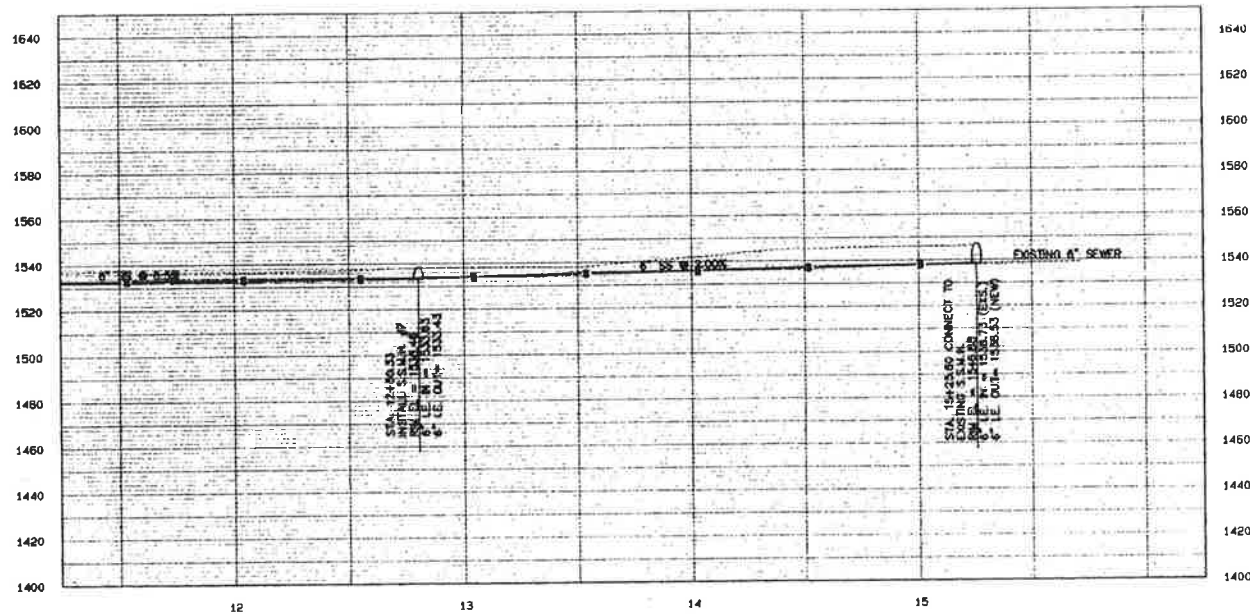




Upper Itroop Lots



Note: Lines are proposed. Each lot should be +/- Appx. 1 acre.



NO.	REVISIONS	DATE

**JAMES G. BRAY**  
**CIVIL ENGINEERING**  
 220 BUTTE STREET -- P.O. BOX 798  
 YREKA, CALIFORNIA -- 96097  
 TELEPHONE & FAX: (530) 842-8813

KARUK TRIBAL HOUSING AUTHORITY  
**UPPER ITROOP UTILITIES PROJECT**  
 LOCATED IN HAPPY CAMP, COUNTY OF SISKIYOU, CALIFORNIA

**WATER, SEWER PLAN & PROFILE**  
**STATION 11+24 TO 15+46.88**  
**& UTILITY PLAN**

SCALE: 1"=40' HORIZ. & NOTED  
 1"=40' VERT. & NOTED  
 DATE: AUGUST 21, 2002  
 CLIENT FILE #: 01030-A  
 SHEET NO. 3 OF 5

3

Indian  
Creek lot

Tax Area Code

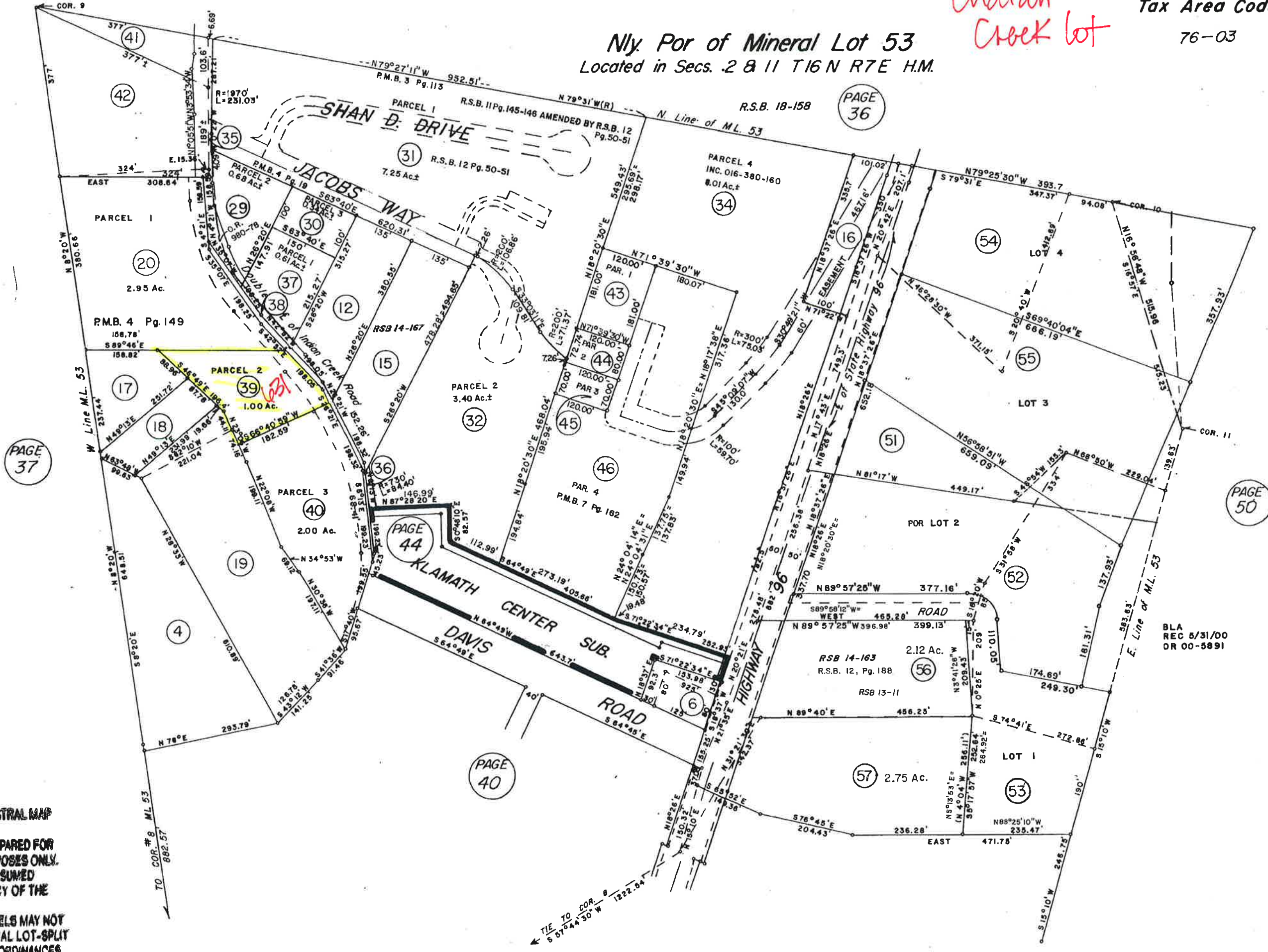
16-38

76-03

### Nly Por of Mineral Lot 53 Located in Secs. 2 & 11 T16N R7E H.M.



ENLARGED FROM  
PAGE 01



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BLA  
REC 5/31/00  
OR 00-5891

#### ASSESSOR'S CADASTRAL MAP

1. THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY.
2. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA SHOWN
3. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT-SPLIT OR BUILDING SITE ORDINANCES.