

KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
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Yreka, CA 96097
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Request for Qualifications

For More Information: Doug Goodwin, (530) 493-1414 ext. 3112, dgoodwin2@karuk.us
Proposal Deadline: Friday, April 11, 2025 no later than 5:00 (Pacific Standard Time)

The Karuk Tribe Housing Authority (KTHA) requests Statement of Qualifications from interested individuals to provide Construction Project Manager services for the KTHA Fire-Adaptive Community Resilience Project Yreka, Fencing and Roofing. Project Manager will work with KTHA Construction Manager, Tenant Relations Manager/Assistant Director, Maintenance Supervisor and contractors to communicate timeline, scheduling, daily reports, weekly meetings, material inventory, and tenant communications. Respondent shall have demonstrated experience in construction management, including knowledge of construction process, strong communications skills, project planning and scheduling, budget management and problem-solving.

Questions relating directly to the RFQ process are to be directed in writing by email to Felicia Wolfenden, Executive Assistant, fwolfenden@karuk.us.

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'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, American Recovery and Reinvestment Act of 2009 (ARRA), 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.

Scope of Work:

1. Shall provide daily progress reports to KTHA Construction Manager, including daily weather, contractors working, delays and causes, work started, any defective work to be corrected, materials received, instructions received or given, tests taken, any accidents, and job progress/remarks.
2. Shall attend weekly project meetings with KTHA staff giving any updates, progress, challenges, schedule/timeline changes, and completions.
3. Shall coordinate with contractors to have established timeline and scheduling; communicating with Tenant Relations Manager/Assistant Director to give tenants 48 hrs. advanced notice of construction work on each unit.
4. Shall oversee the materials delivered to job site, keeping record of the materials received and dates received.
5. Shall communicate closely with contractors to ensure project expectations for timeline, quality control, and activities are being met. Communicating any concerns or challenges with KTHA Construction Manager.
6. Must be able to travel to KTHA Yreka community.

Responsibility of Proposer:

KTHA will award contracts only to responsible prospective respondents 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 a satisfactory performance record;
3. Have a satisfactory record of integrity and business ethics;
4. Have a satisfactory record of compliance with public policy;
5. Respondent must certify that there are no conflicts of interest which would prevent them from impartially representing the KTHA.

Proposal must be responsive. Responsive means: proposal substantially complies with all the requirements of the RFQ. Before being considered for award, additional documentation or information may be requested, failure to provide such additional information shall render the proposer nonresponsive and ineligible for an award.

Responses to this Request for Qualifications 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, including daytime number and email address.
2. A statement of qualifications.

3. Description and credentials of all principals along with their resumes.
4. A detailed fee schedule that includes all costs needed to provide the required services.
5. A proposed approach and rationale for providing all items in the above “Scope of Work”, including descriptions of similar work previously completed within the last five (5) years and the results achieved.
6. Names and telephone numbers of five (5) recent client references, three (3) of which must be related to providing construction project management within the last two (2) years.
7. Demonstrated proof of Tribal Enrollment, or Indian ownership, if applicable.
8. Completed Karuk TERO Compliance Plan (attached).

Evaluation Criteria:

KTHA reserves the right to interview some or all respondents prior to making an award. Responses will be evaluated using the following point system:

Relevant experience and successful track record of construction project management for organizations of a similar size and/or mission.	up to 20 points
Experience and professional qualifications of key personnel including specialized skills, project coordination, management skills and experience in working together as a team.	up to 15 points
Capacity and experience working with Native American Tribes, Tribally Designated Housing Entities, and/or Tribal Housing Authorities.	up to 15 points
Previous client references related to providing construction project management services.	up to 15 points
Volume and nature of present workload relative to ability to fulfill the Scope of Work and meet necessary deadlines, and ability to commit additional time for accelerated assistance, when necessary.	up to 10 points
Cost, based on hourly rate(s).	up to 10 points
Member of Federally Recognized Tribe, or Indian owned and controlled company.	15 points
Maximum Points	100 Points

Proposal Preparation and Submission

Proposers shall examine all proposal documents, and any and all other documents included with or referred to in the Request for Qualifications. Failure to do so will be at the Proposer’s risk.

Each Proposer shall furnish all information required, and shall address each of the evaluation factors set forth in the Request for Qualifications. Where forms have been included in the Proposal Documents, all such forms shall be completed and all blank spaces must be completed in ink or be typewritten. All documents that require a signature, that shall be signed in ink with the Proposer’s name typed or printed on each document, along with the name and position of the person signing the Proposal. Erasures, interlineations, alterations, or other changes must be initialed by the person signing the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent’s authority. Failure to provide all required information or failure to complete any form in full accordance with the instructions set forth in the Proposal Documents, may result in the rejection of the proposal. Any condition, limitation or provision in the terms of the proposal not specifically provided for in the Request for Qualifications may result in a rejection of the proposal.

All proposals shall be submitted in sealed envelopes.

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 Qualifications. KTHA may:

1. Reject any or all proposals if such action is in the KTHA interest,
2. Accept a proposal other than the lowest cost,
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
4. Award more than one contract for all or part of the requirements stated.

Amendments:

All interested parties shall provide an email at which they can receive amendments or responses to questions. Any proposer desiring an explanation or interpretation of the Request for Qualifications must request it in writing from KTHA at least seven (7) days before the submission deadline. Requests must be transmitted by email, provided that the proposers shall be solely responsible for receipt of such requests by the KTHA. No phone calls for requests for information will be allowed. You may submit these requests to Felicia Wolfenden, Executive Assistant, fwolfenden@karuk.us, and reference “**RFQ Project Manager**” in the subject line.

Any information obtained by, or provided to, a proposer other than formal amendment to the Request for Qualifications shall not constitute a change to the Request for Qualifications.

KTHA shall reserve the right to cancel this RFQ at any time, whether before or after the closing date for the submittal of proposals.

Late Submissions, Modifications, and Withdrawals of Proposals

Any proposal received at the place designated in the RFQ 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.

Responses must be either hand delivered, emailed, sent via UPS/Fedex, or mailed and received at the KTHA office by Friday, April 11, 2025 at 5pm (PST) to:

Felicia Wolfenden, Executive Assistant
Karuk Tribe Housing Authority
PO Box 1159
635 Jacobs Way, Happy Camp CA 96039
Emails 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 applicable Native American Housing and Self Determination Act (NAHASDA)/Housing and Urban Development (HUD) requirements for 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.

Background Check (Mandatory/Required)

A background check consisting of employment history and professional references may be conducted. Successful respondent(s) must successfully pass a criminal history check in accordance with KTHA Personnel Policy and Federal/State/Tribal requirements.

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