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**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

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**Request for Proposal****25-RFQ-038**

**For More Information:** Emma Lee Perez, 530-493-1600 ext. 2017, [emmaleeperez@karuk.us](mailto:emmaleeperez@karuk.us)

**Proposal Deadline:** Monday, September 22<sup>nd</sup>, 2025 no later than 5:00 pm (PST)

The Karuk Tribe 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 Family Services Center located in Orleans, CA. The drawings should be for the new construction of a stick built, single story facility that meets all size and facility standards. 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. It is understood that these planning documents shall be delivered to the Karuk Tribe no later than 20 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 design and include the following. Final project will include:

- (1) 1 Client Waiting Area (192 sf)
- (2) 2 Bathrooms (48 sf each)
- (3) 1 Reception Room/File Room (156)
- (4) 1 Intake Office (192 sf)
- (5) 5 Offices (144 sf each)
- (6) 1 Bathroom/Shower Facility (72 sf)
- (7) 1 Office (120 sf)
- (8) 2 Employee Restrooms (96 sf each)
- (9) 4 Offices (132 sf each)
- (10) 1 Office (120 sf, not included in draft floor plan)
- (11) 1 IT/Telecom Room (64sf)
- (12) 1 Storage Room (80sf)
- (13) 1 Multipurpose Conference Room (288 sf)
- (14) 1 Custodial Closet (96 sf)
- (15) 1 Conference Room (192 sf)
- (16) 1 Breakroom/Kitchenette (180 sf)
- (22) 1 Equipment Room (48 sf)
- (23) 1 Telemedicine Room (120 sf- no windows, not included in draft floor plan)

(24) 1 Storage Room (60 sf, not included in draft floor plan)

The above list is intended to serve as a functional description and starting point for design and construction. Room areas indicated above are only approximations and do not include wall or circulation space. Larger office spaces are intended to accommodate more than one person and in some cases groups of people.

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.
- 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 Monday, September 22, 2025, 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: [rfpresponse@karuk.us](mailto:rfpresponse@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 |           |
| <b>TOTAL</b>               | <b>\$</b> |

**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.**