

The logo for Karuk Community Development Corporation features the company name in white serif font on a blue background. The background is composed of three horizontal bands with a repeating geometric pattern of triangles pointing up and down, creating a stylized, woven appearance.

Karuk

Community Development Corporation

Request for Proposal

21-RFQ-003

For More Information: Trista Parry, 530-643-6369, tparry@karuk.us

Proposal Deadline: February 17, 2021, no later than 5:00 pm (PST)

The Karuk Tribe Community Development Corporation requests proposals from qualified firms for the following scope of work: Develop a Comprehensive Economic Development Strategy for Karuk Tribe services area including individualized goals for each of the different population centers in Happy Camp, Orleans and Yreka.

Due to the COVID-19 gathering restrictions, contract will need to hold socially distanced virtual community meetings and alternate methods of community interaction.

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 to obtain funding for the economic development planning and implementation. To establish an understanding for the variance between the communities and the rural isolated area it is recommended that a site visit to the region should be completed as a part of the project completion process. If a safety plan for the visit cannot take place due to COVID-19 a virtual tour of the area and/or web-based information will be coordinated.

SCOPE OF WORK

1. **Complete Comprehensive Economic Development Strategy Document**

Firm shall utilize Tribal and community planning to complete, the research and development, planning and data analysis to create a Comprehensive Economic Development Strategy (CEDS) in compliance with the requirements of the US Department of Commerce-Economic Development Administration (EDA) and include the guidance in this scope of work.

Overview

- Facilitate all stages of the economic development strategic planning process.
- Review and update, if necessary, the economic development mission statement, vision, goals, and objectives.
- Review existing economic development strategies and related documents.
- Develop and prepare an update to existing economic and community profiles and demographics.
- Review existing economic development programs and incentives.
- Conduct a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis.
- Identify economic development priorities.
- Identify additional opportunities of existing businesses.
- Identify targeted industries for job creation and retention.
- Identify economic and housing development areas and sites.
- Identify roles and responsibilities with other entities, both internal and external.
- Incorporate matrices, charts, graphs, and projections, where appropriate.
- Develop specific actions or work plans to implement overall strategies successfully.
- Identify needs and resources necessary for implementing recommendations and strategies.
- Structure and prioritize recommendations and strategies e.g. short, middle, and long-term goals overall and for each community.
- Establish metrics in which to measure strategy performance.

Meetings and Outreach Efforts

- Firm shall coordinate with project team to conduct planning meetings with KCDC Administrative Staff and Board, Karuk Tribe Staff and Council, and Tribally-Owned Business Managers as appropriate.
- Host at least one virtual community meeting for each Tribal community (Happy Camp, Orleans, and Yreka)
- Create, distribute, receive, and analyze a digital community survey document.
- Incorporate community input into Comprehensive Economic Development Strategy Document.
- Facilitate project meetings with KCDC staff.
- Engage with key stakeholders, both public and private.
- Develop project steering committee and facilitate meetings, as needed.
- Conduct presentation of final deliverable to KCDC Board and to Tribal Council via virtual meeting.

Strategy Recommendations

- Develop and prepare strategy to support business attraction, retention, and expansion.
- Develop and prepare strategy promoting entrepreneurship and innovation including Tribal member owned business development.
- Develop and prepare strategy for the Opportunity Zones.
- Develop and prepare a strategy to collaborate with educational institutions in job creation and advancement of economic opportunities identified.
- Develop and prepare a strategy to implement companion business for existing Tribal and KCDC enterprises.

PROPOSAL SUBMISSION INSTRUCTIONS & EVALUATION

Required contents to be deemed responsive and included in the evaluation phase, all bidders must submit proposals containing the following elements:

- A. Firm and Key Project Personnel and Qualifications
 - Provide a general description of the firm proposed to lead the effort.
 - Describe the firm's history and qualifications and relevant experience to conduct the services described in the scope of work.
 - Describe any potential conflicts of interest.
- B. Project Schedule
 - Provide a statement and project schedule detailing scope of work completion. Assume a one-week review periods by KCDC/Tribal staff. It is the Tribe's preference to expedite the completion the scope of work.
- C. Cost Proposal (On attached form)

Special Requirement: Please note that all activities and planning events associated with the project must be completed within the health and safety guide of Federal, State, Local and Tribal protocols regarding COVID-19.

Responses must be hand, mail, or email delivered by Wednesday February 17th, 2021 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: emmaleeperez@karuk.us

APPENDIX B
To Request for Lump Sum Fixed-Price Quotation

LUMP SUM FIXED PRICE QUOTATION

ITEM	PRICE
Comprehensive Economic Development Strategy Document (Including a digital copy as well as 25 hard copies, with full rights of reproduction)	
TOTAL	\$

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.