

KARUK TRIBE HOUSING AUTHORITY

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Happy Camp, CA 96039
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Request for Qualifications

For More Information: Randy White, (530) 493-1414 ext. 3113, rwhite@karuk.us
Proposal Deadline: Friday, October 11, 2024 no later than 5:00 pm (Pacific Standard Time)

The Karuk Tribe Housing Authority (KTHA) requests Statement of Qualifications from interested individuals to provide project engineering, scoping, and coordinating services for BRIC 2022 Karuk Tribe Housing Authority Micro Grid Green Energy Mitigation Orleans grant: EMF-2022-BR-002-0001. Project will include leveraging PG&E infrastructure and developing additional Microgrid options during critical events and emergencies. Determining the optimal solar, wind, micro-hydroelectric, diesel, and other energy storage technologies to support the power distribution system, addressing capacity concerns, providing energy capacity if the existing local grid is out of service, putting power back in the grid, and/or provide alternative energy options that are meaningful to the Tribe, local utilities, and community, as detailed in the scope of work attachment.

Questions relating directly to the RFQ process are to be directed in writing by email to Randy White, Security Officer III/Emergency Services Manager, rwhite@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, first time homebuyer loans, 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:

BRIC 2022 Karuk Tribe Housing Authority Micro Grid Green Energy Mitigation Orleans SCOPE OF Work Attachment

Project engineering will include leveraging PG&E infrastructure and developing additional Microgrid options during critical events and emergencies. Determining the optimal solar, wind, micro-hydroelectric, diesel, and other energy storage technologies to support the power distribution system, addressing capacity concerns, providing energy capacity if the existing local grid is out of service, putting power back in the grid, and/or provide alternative energy options that are meaningful to the Tribe, local utilities, and community.

By the end of the 12-month scoping performance period KTHA will provide Microgrid engineering for:

1. Reliable KTHA Housing Microgrid Infrastructure that may include solar and other clean energy storage technologies to support the power distribution system.
2. Reliable Emergency Microgrid Back Up for Karuk Tribe Facility infrastructure that may include solar and other clean energy storage technologies to support the power distribution system.
3. Reliable Emergency Microgrid Back-up for the Orleans CA community infrastructure that may include solar and other clean energy storage technologies to support the power distribution system.

Task 1: Community Scoping: The Karuk Tribe Housing Authority (KTHA) will assemble the Karuk Microgrid Scoping Team (KMST) comprised of KTHA Staff, the Karuk Tribe, Contracted Engineer Consultants, and the community of Orleans California to identify potential Microgrid generation needs on tribal lands and surrounding lands of interest.

Task 2: Community Needs Assessment: The KMST will conduct community outreach in the Orleans area. The Contracted Engineer Engineers will explain the community microgrid and document feedback from the community incorporated into the design. The Community will be engaged periodically throughout the microgrid design process.

Milestone 1. Engage Tribal, Utility, and Community stakeholders to determine critical facilities and customer types are targets for microgrids. Participants: KMST and PG&E.

Task 3: Engineering: The Contracted Engineer will work with the Karuk Tribe and PG&E to design a community microgrid for the Orleans area. The Contracted Engineer will collect data to analyze the specific site(s) load profile and evaluate the appropriate size of the generation assets. The data will be used to assess feasible - efficient cost-effective energy sources that may include solar, wind, hydroelectric, diesel, and other energy storage technologies.

Milestone 2. Evaluate potential Microgrid deployment for local generation or distributed energy resource (DER) systems to increase resilience against natural disasters. Participants: KMST and PG&E.

Contracted Engineer engineering may include identifying the Microgrid Electrical Boundary, a Microgrid Loads Assessment, a Microgrid Generation Assessment, a Distribution Control Siting Analysis, a Preliminary Engineering Plan Set, Cover Sheet with location and sheet index, General Notes, Civil Site Plans, Electrical Site Plans, a Single Line Diagram, a Network Diagram, Major Equipment Specifications, and Concept of Operations.

Task 3.1 Procurement: Prepare and Manage Requests for Proposals for Generation Systems – RFP through to contracts. Procure Interconnection Switchgear Work with PG&E to ensure that PG&E owned equipment that is funded under CMEP is procured according to project specifications.

Task 3.2 Protection Engineering: Relay Settings and Logic.

Task 3.3 Controls Engineering: Functional Design Specification

Task 4: Complete the Engineering Microgrid: The Contracted Engineer will work with the KMST- Karuk Tribe Housing Authority/Karuk Tribe, PG&E, and the Orleans Community to design a community microgrid for Orleans California. The design package produced by the Contracted Engineer will have suitable technical information that may be utilized for grant related requests to FEMA.

Milestone 4. The Orleans Microgrid Project Design is completed. Participants: KMST and interested communities and agencies.

KTHA Orleans CA Microgrid Scoping Project: Scope of Work Timeline			
Task	Responsibility	Start	Finish
Task 1 The KMST begins the Orleans Microgrid Scoping process.	<i>The Karuk Microgrid Scoping Team (KMST) consisting of: The Karuk Tribe Housing Authority (KTHA), Karuk Tribe, Contracted Engineer, Pacific Gas and Electric (PG&E), and Orleans CA community participants.</i>	10 days after Award	Month 2
Task 2 Facilitate Community Needs Assessment Meetings	KMST and Orleans Community.	Month 2	Month 9
Milestone 1. Engage Tribal, Utilities, and Community stakeholders to determine critical facilities and customer types that are targets for microgrids. Participants: KMST and PG&E.			
Task 3: Evaluate Microgrid Engineering Components	The Contracted Engineer will work with the Karuk Tribe and PG&E to design a community microgrid for the Orleans area. The Contracted Engineer will collect data to analyze the specific site(s) load profile and evaluate the appropriate size of the generation assets. The data will be used to assess feasible - efficient cost-effective energy sources that may include solar, wind, hydroelectric, diesel, and other energy storage technologies.	Month 2	Month 10
Milestone 2. Evaluate and provide engineering Microgrid deployment for local generation/ distributed energy resource (DER) systems to increase resilience against natural disasters. Participants: KMST and PG&E.			
Task 3.1 Complete critical Microgrid designs that address tribal, utility, and community needs.	Contracted Engineer engineering may include identifying the Microgrid Electrical Boundary, Loads Assessment, Generation Assessment, a Distribution Control Siting Analysis, a Preliminary Engineering Plan Set, Cover Sheet with location and sheet index, General Notes, Civil Site Plans, Electrical Site Plans, a Single	Month 5	Month 10

	Line Diagram, a Network Diagram, Major Equipment Specifications, and Concept of Operations.		
Milestone 3. Complete Microgrid Engineering Designs. <i>Participants: KMST and PG&E</i>			
Task 4 Solicit Consultant Engineer to prepare additional Microgrid information.	The Karuk Tribe Housing Authority (KTHA) and Consultant	Month 7	Month 10
<p>Milestone 4. Complete critical Happy Camp CA Emergency Microgrid Engineering infrastructure that integrates local and clean energy. The Contracted Engineer will work with the KMST- to design and complete a clean energy Microgrid system that provides: 1. Reliable KTHA Housing Microgrid Infrastructure that may include solar and other clean energy storage technologies to support the power distribution system, 2. Reliable Emergency Microgrid Backup for Karuk Tribe Facility infrastructure that may include solar and other clean energy storage technologies to support the power distribution system, and 3. Reliable Emergency Microgrid Backup for the Happy Camp CA community infrastructure that may include solar and other clean energy storage technologies to support the power distribution system. The final Microgrid design produced by the Contracted Engineer will have suitable technical information that may be utilized for grant related requests to FEMA.</p>			

Responses to this Request for Proposals must include the following:

A statement of qualifications, including number of years working for or performing consultant services for Tribal governments with a description of services provided.

- (1) A proposed approach and rationale for completion of the Scope of Work, including descriptions of similar work previously completed and the results/ benefits achieved.
- (2) Timeline for completion of work.
- (3) Itemized bid price for labor and expenses.
- (4) Names and telephone numbers of three clients’ references.

Responses must be hand, mail, or email delivered by **Friday, October 11, by 5:00 p.m. PST** to: Felicia Wolfenden– KTHA Administration Office 635 Jacobs Way Post Office Box 1159 Happy Camp, CA 96039. Faxes will not be accepted Emails will be accepted by: fwolfenden@karuk.us

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.

Responses to this Request for Proposals must include the following:

A statement of qualifications, including number of years working for or performing consultant services for Tribal governments with a description of services provided.

- (1) A proposed approach and rationale for completion of the Scope of Work, including descriptions of similar work previously completed and the results/ benefits achieved.
- (2) Timeline for completion of work.

- (3) Itemized bid price for labor and expenses.
- (4) Names and telephone numbers of three clients' references.

Participating Governments that will be invited to participate in the project planning process will include: Karuk Tribe, Klamath and Six Rivers National Forests, Mid-Klamath Watershed Council, Orleans Volunteer Fire Department, Cal OES, CalFire, Orleans Community Services Districts, and Orleans Fire Safe Council.

The KTHA planning team and consultant-contractor, utilizing community participation will use existing data provided by the Karuk Tribe Hazard Mitigation Plan, the Tribes Department of Natural Resources, Klamath and Six Rivers National Forest Fire History and CalFire history data, Pacific Northwest and Pacific Southwest US Forest Service Research Centers, Traditional Ecological Knowledge provided by Tribal Elders local Fire Safe Councils, the Mid-Klamath Watershed Council, Universities, Cal OES, and other sources to be determined in the planning process. Information will identify wildfire hazards on tribal lands and surrounding lands risk assessments of interest by the KTHA and Karuk Tribe. The identified wildfire hazards will be characterized, mapped, and listed for the KTHA review by the contractor. The KTHA will also use FEMA guidelines for identify what best management practices are fire resistant.

The Contractor/Consultant responsibilities will be complete when the Final Project Draft and Report is completed.

1. 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 not have a delinquent debt with KTHA or the Karuk Tribe;
6. 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: whose bid or 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. Two (2) writing samples of not more than two (2) pages each that demonstrate the ability to clearly, persuasively, and accurately prepare grant applications.
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 grant writing services 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 planning, coordinating, and acquiring grant funding for organizations of a similar size and/or mission.	up to 20 points
Quality of writing samples submitted.	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 grant writing 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 or fax number 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 Randy White, Security Officer III/Emergency Services Manager, rwhite@karuk.us, and reference “**RFQ Engineering/Scoping/Coordinating**” 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, October 11, 2024 at 5pm (PST) to:

Felicia Wolfenden

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