



**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

---

**Request for Proposals**

26-RFP-023

**For More Information:** Tyvin Whittaker, Economic Development Director  
(707) 951-9910 [twhittaker@karuk.us](mailto:twhittaker@karuk.us)

**Proposal Deadline:** July 24, 2026, no later than 5:00 PM (Pacific Standard Time)

The Karuk Tribe is seeking proposals from qualified individuals or firms to provide property management services for the Klamath River R.V. Park located at 110 Nugget Street, Happy Camp, CA 96039. The selected contractor will be responsible for the daily operations, maintenance, and tenant management of the RV park to ensure a safe, clean, and welcoming environment for all guests and residents.

**SCOPE OF WORK** The selected contractor will be responsible for the following tasks:

**Property Management Services**

1. Perform all property management services necessary to safely and efficiently operate the RV park.
2. Review and process rental applications and agreements.
3. Handle monthly tenant billing and rental collections.
4. Check guests in and out of the park and manage telephone reservations.
5. Address complaints and concerns from tenants.
6. Initiate and file eviction proceedings as necessary, in compliance with all applicable laws and regulations.
7. Actively maintain and enforce park standards throughout the property. The contractor is responsible for conducting regular site inspections, documenting observed violations of park rules or rental agreements, issuing written notices of violation to tenants, and following up to ensure corrective action is taken. A written log of all violations cited and actions taken shall be maintained and made available to the Karuk Tribe upon request.

## **Facility Maintenance**

1. Conduct basic facility maintenance, including but not limited to electrical, plumbing, appliances, and carpentry repairs.
2. Maintain bathrooms and laundry facilities.
3. Perform landscaping necessary to maintain the property, including mowing, trimming, and general upkeep of grounds.
4. Regularly inspect grounds and facilities for maintenance and safety concerns.
5. Operate and maintain all equipment necessary to maintain grounds, units, and property.

## **Equipment and Inventory Management**

1. Use the provided workshop and storage space for equipment and tools.
2. Maintain an inventory of all tools and equipment used.
3. Ensure all equipment remains in good working order through regular maintenance and servicing.
4. Secure all tools, equipment, and materials at all times. All personnel and subcontractors are strictly responsible for securing their own tools and equipment. The Karuk Tribe and park management assume no liability for any loss, theft, or damage to unsecured items belonging to the contractor or any affiliated personnel.

## **NOTICES AND OFFICIAL COMMUNICATIONS**

The contractor shall be responsible for issuing, delivering, and documenting all official notices and

communications to tenants in accordance with applicable law and park policy. The following notice types shall be administered by the contractor:

5. Late Notices — Issue written notice to any tenant whose rent payment has not been received by the due date specified in the rental agreement. Notices must include the amount owed, the date by which payment is required, and consequences for non-payment.
6. Property Disturbance Notices — Issue written notice when a tenant, guest, or household member is observed creating a disturbance, engaging in excessive noise, or otherwise disrupting the peaceful enjoyment of other tenants. Notices shall document the date, time, nature of the disturbance, and required corrective action.
7. Required Clean-Up Notices — Issue written notice when a tenant's site, home exterior, or surrounding area does not meet park cleanliness or appearance standards. The notice shall specify the nature of the violation, the required corrective action, and the deadline by which the clean-up must be completed.
8. General Official Site Communications — All other formal communications related to lease terms, rule amendments, entry notices, safety concerns, or tribal directives shall be delivered in writing and documented in the tenant's file. The

contractor shall retain copies of all notices issued and provide a summary report to the Karuk Tribe on a schedule to be agreed upon at contract execution.

## **CONTRACT TERMS & COMPENSATION**

Compensation will be negotiated based on experience and qualifications. The contractor is expected to comply with all applicable local, state, and federal regulations while performing services.

## **PROPOSAL REQUIREMENTS**

Interested contractors should submit a proposal including the following:

1. Cover Letter – A brief introduction summarizing experience and qualifications.
2. Experience & Qualifications – Description of relevant experience managing RV parks, property management, maintenance, and customer service.
3. References – At least three references from previous clients/employers.
4. Fee Proposal – Proposed pricing structure, including any anticipated additional costs.
5. Availability – Proposed start date and any scheduling considerations.

**Responses must be hand, mail, or email delivered by July 26, 2026, no later than 5:00 pm (Pacific Standard Time) to:**

Tina Goodwin, Contract Compliance  
Karuk Tribe - Administration Office  
64236 Second Avenue P.O. Box 1016,  
Happy Camp, CA 96039

Emails will be accepted at: [rfpresponse@karuk.us](mailto:rfpresponse@karuk.us)

Faxes will NOT be accepted

**Download Full RFP for full details on how to respond to this request for proposal.**