



## **County Of Siskiyou**

### **Request for Proposals (RFP) RFP # 22-107010-08 – General Services for Structural Engineering Services**

**Proposals may be mailed, delivered, or emailed to:**

**Amanda Kimball**  
Project Coordinator  
Department of General Services  
190 Greenhorn Road  
Yreka, CA 96097  
[akimball2@co.siskiyou.ca.us](mailto:akimball2@co.siskiyou.ca.us)

**Proposals Due by:  
January 03, 2023  
3:00 PM pst.**

**County of Siskiyou**  
**Request for Proposals**  
**For Structural Engineering Services for the County of Siskiyou**

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

**Estimated Timeline of Events**

<b>Date</b>	<b>Activity</b>
12/5/22	Release of Request for Proposals (RFP)
12/27/22	Deadline to Submit Questions- Q & A's will be posted on the County's Website
1/03/23	Submission of Proposals due by 3:00 PM
1/04/23	Review of Proposals: Interview will be scheduled after Proposals are reviewed.
Within 60 days of Review	Notification of Final Selection
TBD	Board of Supervisors Approval
TBD	Professional Service Contract Start Date – <b>See Attachment C</b>

## **1.0 Preface**

The County of Siskiyou, hereafter referred to as "The County," is located in Northern California and borders Oregon. This Request for Proposals (RFP) announces the intent of the County of Siskiyou to retain the services from professional Structural Engineering Consulting Firm, licensed in the State of California, for the purpose of providing architectural and engineering services for a variety of County projects.

The County of Siskiyou has a continuous need for professional engineering services for a variety of County projects. These projects have a wide range of scopes from new design and construction projects to major and minor system replacement or improvement projects including various remodel or improvement projects. Some of these projects involve work related to bring existing County buildings into compliance with current regulatory requirements including but not limited to the California Building Code, Title 24, American with Disabilities Act (ADA), and others. The County intends to procure these services on a continuing as-needed and as-requested basis.

The County is seeking engineer services that cover civil, structural, electrical and mechanical engineering services, as many County projects are very specific in nature.

Based on the County's needs we are seeking to contract with an Engineering Consulting Firm for a term of three years.

## **2.0 Scope of Service and Work**

Services the successful Engineering Consulting Firm will be expected to provide, include but are not limited to:

- 1) Site Planning – Development of refinement of proposed site layouts. Site Plans may include, but not limited to, building configurations, parking layouts, landscaping and irrigation, drainage systems, site amenities and utility coordination's, including compliance with Low Impact Development (LID) and other storm water requirements
- 2) Development of Schematic, Design Development, Permit Submittal, Construction Documents and as-built drawings to be submitted in both hard copy and digital format. The selected firm shall be required to provides permit submittal drawings and pro-actively respond to plan check comments to ensure permit approvals in a timely manner; and to prepare construction documents sufficient to provide the level of detail necessary to communicate the project intent and constructability to obtain competitive bids through the County's public agency procurement process. The selected firm will be responsible for all elements of design coordination
- 3) Cost Estimates – Cost Estimates shall be based on current known pricing or labor and materials. Services may include but not limited to consultation with and support of the County in space planning for facility improvement projects as well as detailed cost estimates. Cost Estimates should include but not limited to evaluation of construction market condition and constructability of the project based upon the intent of the design documents. Cost Estimating efforts shall also include anticipating the scheduling of the projects as it relates to potential impact of weather condition base off the time of year, ultimately coordinating with the County's project delivery requirements.

- 4) Support before Construction – Services before construction is to help County with requirements for Request for Bids or Proposals. Providing the County with the proper information to go out for Bid or Proposal for a project.
- 5) Support During Construction – Services during construction may include, timely professional services support to the County in responding to Contractors, evaluation of shop drawings and material submittals, construction observation reports and review of change orders. Attendance at and participation in design review and onsite construction meetings.
- 6) Support After Construction – Signing off on final payment for all projects. Depending on the value of the contract, contracts will be approved by the Director of General Services, Director of Public Works, the County's Purchasing Agent, or the Board of Supervisors

Work the successful Firm will be expected to provide, included but are not limited to:

- 1) Include a detailed scope of work statement describing potential service levels to be provided for different types of projects
- 2) Describe typical projects deliverable for each phase of your work on a given project
- 3) Describe your typical project cost control and budgeting methodology

Proposers should feel free to include any other services not specified that they deem necessary to achieve the goals of this RFP.

### **3.0 Submission Requirements**

**Proposal Format:** Proposals must contain the following:

#### **1. Completed Proposal Form**

- a. Please complete and sign the attached proposal form. (**Attachment A**)

#### **2. Qualifications**

- a. Provide specific information concerning the Proposer's experience with the services specified in this RFP. Examples of completed projects, as current as possible, should be submitted as appropriate.
- b. Proof of required licenses and registration.
- c. If resources outside your firm are to be used, demonstrate and list the Sub-Engineering Consultants who have extensive experience in the specific discipline of the design work they will provide to the team.
- d. The qualified firm must comply with all applicable state and federal regulations regarding equal opportunity employment.

### **3. Company Profile**

- a. Provide a brief description of your company, including business structure, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.

### **4. Approach:**

- a. Provide an analysis of the methodology developed to perform all required services and your response to the scope of work as referenced above.

### **5. References:**

- a. Please include at least three (3) references, including name, address, telephone number, and Email, for whom similar services have been provided.

### **6. Price Proposal:**

- a. Provide a transparent fee schedule that outlines all of the costs associated with the required services, broken down by category of products and services, and all on-going costs for recommended or required services. This Price Proposal should be in a separate envelope.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

All costs associated with the preparation of a response to this RFP shall be borne by the Contractor.

The County reserves the right to request additional information or clarification. The County reserves the right to negotiate a final agreement and price with the successful Proposer(s) providing the best overall value to the County.

**Conflict of Interest:** Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

## **4.0 Selection Process**

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFP. Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. Approach

3. Experience and references
4. Proposed costs

The County may meet or interview any or all of the proposers during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected Proposer(s) prove unsuccessful.

The award of the Contract, should it be awarded, will be to the most responsible responsive bidder whose Proposal complies with all of the requirements prescribed, based on what is in the best interest of the County. Such award, if made, will be made within sixty (60) days after the opening of the sealed proposals. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals (**Attachment B Proposal Evaluation**).

## 5.0 General Information

Proposals must be submitted by way of mail, hand delivery, and/or electronic means, as described below:

- 1) **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at Department of General Services, 190 Greenhorn Road, Yreka CA, 96097 on or before **January 03, 2023 at 3:00 PM** (ATTN: Amanda Kimball, Project Coordinator). Please note "RFP #22-107010-08" on front of envelope.
- 2) **Mailing:** Hard copy proposals by way of mail must be mailed to Department of General Services, 190 Greenhorn Road, Yreka CA, 96097(ATTN: Amanda Kimball, Project Coordinator). and postmarked by **January 03, 2023 at 3:00 PM**. Please note "RFP #22-107010-08" on front of envelope.
- 3) **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Amanda Kimball, Project Coordinator at [akimball2@co.siskiyou.ca.us](mailto:akimball2@co.siskiyou.ca.us) and must be received by **January 03, 2023 at 3:00 PM** Please include "RFP # 22-107010-08" in subject line.

Proposers shall provide one (1) original copy with signature and Three (3) exact copies of the original by hand delivery, mail, as instructed above.

Proposers submitting proposals electronically will only be required to send one signed copy.

Proposers are asked to direct all inquiries related to the project(s) to **Amanda Kimball by email, [akimball2@co.siskiyou.ca.us](mailto:akimball2@co.siskiyou.ca.us)**.

The County will provide the following to assist the selected entity(s):

- 1) Designate a person to act as the County's point of contact with respect to the work

performed under the contract.

- 2) Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project(s) or which is relevant for the project(s).
- 3) Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
- 4) Advice on the project scope of work.
- 5) Review and validation of project deliverables.

A contract award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.

## **6.0 Attachments**

- A) Bid Proposal Form
- B) Proposal Evaluation
- C) Siskiyou County Professional Service Contract