



**County Of Siskiyou
Request for Proposals (RFP)
RFP # 26–2060
Health and Human Services Agency,
Behavioral Health Division
for
Architectural Services for
The Siskiyou Integrated Wellness Center Project**

Proposals may be delivered, or emailed to:

**Sarah Collard
Director**
County of Siskiyou HHSA
2060 Campus Drive Yreka, CA 96097
rfp_rfb_submissions@co.siskiyou.ca.us

**Proposals Due by:
May ~~19~~26, 2026
5:00 pm**

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for Architectural Services for
The Siskiyou Integrated Wellness Center Project**

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

Date	Activity
May 6, 2026	Release of Request for Proposals (RFP)
May 14, 2026	Deadline to Submit Questions <u>No extension.</u>
May 19 <u>26</u> , 2026	Submission of Proposals due by 5:00 PM
May 20 <u>27</u> , 2026	Review of Proposals
To Be Announced	Notification of Final Selection
To Be Announced	Professional Service Agreement Processed
To Be Announced	Professional Service Agreement Start Date

1.0 Preface

The Siskiyou County Health and Human Services Agency (HHSA), Behavioral Health Division, is seeking proposals from qualified architectural firms to provide comprehensive design and engineering services for the development of the Siskiyou Integrated Wellness Center Project.

This project is funded through the Behavioral Health Continuum Infrastructure Program (BHCIP) Bond Round 2, administered by the California Department of Health Care Services (DHCS), and is intended to expand community-based behavioral health infrastructure.

Siskiyou County is a rural county with significant unmet behavioral health needs. The proposed Wellness Center will serve as a centralized, multi-service facility designed to improve access to coordinated, high-quality care for children, adults, and families.

2.0 Project Description

Ground-Up New Construction Cost Estimate: \$27.4 Million

The Siskiyou Integrated Wellness Center will be located at:

Yreka, California at 2060 Campus Drive, at the northeast corner of Campus Drive and Moonlit Oaks Avenue (APN 062-161-220).

The site is approximately 1.79 acres and zoned Commercial Tourist (CT). The project is anticipated to proceed through a conditional use permit process.

The Project will consist of a new, approximately 27,000 square-foot, three-story facility that will include:

- One large conference room
- Entrance and waiting lobby
- Approximately 52 offices
- Approximately 6 group meeting rooms
- Staff support areas (break rooms, copier rooms, storage)
- Public and staff restrooms
- Mechanical, electrical, IT, and janitorial rooms
- Parking area (approximately 94–136 spaces)

Services to be Provided at the Facility

- Outpatient Behavioral Health Services
- Substance Use Disorder Services
- Peer and Recovery Services
- Crisis Services

Target populations include individuals with significant behavioral health needs, including those who are justice-involved, experiencing homelessness, and underserved populations.

3.0 Scope of Work

Services the successful Proposer will be expected to provide, include but are not limited to:

The selected Proposer will provide a full range of architectural and engineering services necessary for the design and construction of the Project.

Services shall include, but are not limited to:

General Requirements

- Provide architectural design services for a behavioral health facility
- Coordinate with HHSA, consultants, and a Consulting General Contractor
- Ensure compliance with all applicable federal, state, and local regulations, including the California Building Code
- Incorporate trauma-informed, culturally responsive, and community-centered design principles
- Integrate cost considerations into design in coordination with the Consulting General Contractor

Design Phases

1. Schematic Design (June 1 – October 1, 2026)

- Review conceptual plans submitted with the BHCIP application
- Develop schematic drawings
- Coordinate with HHSA and Consulting General Contractor
- Prepare and submit entitlement documents to the City of Yreka
- Revise plans as needed to secure approvals

2. Design Development (October 1, 2026 – May 1, 2027)

- Develop design standards and specifications
- Prepare materials for general contractor procurement
- Produce design development drawings

3. Construction Drawings (May 1 – December 1, 2027)

- Produce complete construction drawings
- Submit plans for building permit

4. Permitting Phase (December 1, 2027 – March 1, 2028)

- Respond to plan check comments
- Coordinate with project team to finalize construction readiness

5. Construction Phase (March 1, 2028 – December 1, 2029)

- Provide construction administration services
- Review submittals and RFIs
- Participate in construction meetings
- Review change orders
- Assist with project closeout and as-built drawings.

Technical Requirements

All drawings must include:

- Site plans (utilities, grading, drainage, landscaping)
- Floor plans and area calculations
- Exterior elevations and materials
- Mechanical, Electrical, and Plumbing (MEP) systems
- Energy compliance documentation

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

4.0 Submission Requirements

Proposal Format: Proposals must contain the following:

1. Cover Letter

Please provide the Proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the Proposer.

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. Experience with behavioral health or healthcare facilities
- c. Knowledge of California regulatory requirements

3. Insurance Requirements

a. Workers' Compensation

Attorney shall provide workers' compensation insurance coverage, in an amount no less than \$1,000,000.00 per accident for bodily injury or disease, for all Attorney's employees utilized in providing work and services pursuant to this Agreement. By executing a copy of this Agreement, Attorney acknowledges its obligations and responsibilities to its employees under the California Labor Code, and warrants that Attorney has complied and will comply during the term of this Agreement with all provisions of the California Labor Code with regard to its employees. Attorney, at the time of execution of this Agreement, will provide County with evidence of the required workers' compensation insurance coverage.

b. **Insurance**

General Liability Attorney shall procure and maintain during the entire term of this Agreement, a policy of general liability insurance which covers all the work and

services to be performed by Attorney under this Agreement. Such insurance policy will have a per occurrence combined single limit coverage of no less than \$2,000,000.00. Such policy will not exclude or except from coverage any of the services and work required to be performed by Attorney under this Agreement. The required policy of insurance will be issued by an insurer authorized to sell such insurance by the State of California and have at least a "Best's" policyholder's rating of "A" or "A+". County will be named as "an additional named insureds" on this policy. Attorney will provide County a copy of the policy and a certificate of insurance showing County as "additional named insured" and indicating that the policy will not be terminated, canceled, or modified without thirty (30) days written notice to County.

- c. **Business Auto** If Attorney utilizes a motor vehicle in performing any of the work or services hereunder, Attorney shall procure and maintain in force throughout the duration of this Agreement, a business auto liability insurance policy with minimum coverage levels of no less than \$1,000,000.00 per occurrence, combined single limit for bodily injury liability and property damage liability. The coverage shall include all Attorney owned vehicles and all hired and non-owned vehicles used in performing under this Agreement.

A certificate of insurance shall be provided to County at least ten (10) days prior to the start of services to be performed by Attorney. The policy shall contain a provision prohibiting the cancellation or modification of said policy except upon thirty (30) days prior written notice to County.

- d. **Professional Liability** If Attorney is required to be professionally licensed or certified by any agency of the State of California in order to perform any of the work or services hereunder, Attorney shall procure and maintain in force throughout the duration of this Agreement a professional liability insurance policy with a minimum coverage level of \$2,000,000.00 per occurrence or claim. Proof of such insurance shall be provided to county at least ten (10) days prior to the start of any work by Attorney.

4. Company Profile

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.

5. Approach (with Staffing Plan combined):

Provide an analysis of the methodology developed to perform all required services and your response to the Scope of Work, including your approach to collaboration with County staff, consultants, and the Consulting General Contractor, as well as your strategy for cost control and schedule management; additionally, include a staffing plan identifying key personnel, their roles, qualifications, and experience, and how staff will be allocated across each phase of the project.

6. References:

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

7. Price Proposal & Evaluation (combined and structured):

Provide a transparent fee schedule that outlines all costs associated with the required services, including a breakdown by project phase and total contract cost.

Proposals will be evaluated based on:

- a. Qualifications, experience, and demonstrated ability to perform similar work; and
- b. Proposed approach, project understanding, and cost effectiveness.

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

5.0 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.

6.0 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. A contract will be negotiated with one or more qualified entities selected 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 County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals.

7.0 General Information

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

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at Siskiyou County Behavioral Health, 2060 Campus Drive, Yreka, CA 96097 on or before **May 19~~26~~, 2026, at 5:00 p.m.** (ATTN: Sarah Collard, HHSA Director). Please note “RFP # 26-2060” on front of envelope.
- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Sarah Collard, HHSA Director at rfp_rfb_submissions@co.siskiyou.ca.us and must be received by **May 26~~19~~, 2026, at 5:00 p.m.** Please include “RFP #26-2060” in the subject line.

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

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

Final answers to questions will be posted by Wednesday, May 20, 2026, at 5:00 pm.

Proposers are asked to direct all inquiries related to the project(s) to Sarah Collard, Ph.D. by email, scollard@co.siskiyou.ca.us.

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

- Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- 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).
- Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
- Advice on the project scope of work.
- Review and validation of project deliverables.

8.0 Additional Requirements:

- a. Proposers must comply with all licensing and insurance requirements
- b. Contract will follow County-approved agreement templates

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

9.0 Attachments

- a. Architect Bid Information (incorporated into this RFP)
- b. County Contract Template

