



County Of Siskiyou

Request for Proposals (RFP) and Qualifications RFP # 22-02 – The Community Development Department

for

Permit-Ready Dwelling and Accessory Dwelling Unit Plans

Proposals may be mailed, delivered, or emailed to:

Community Development Department
806 South Main Street
Yreka, CA 96097
planning@co.siskiyou.ca.us

Proposals Due by: November 4, 2022, at 4:00 PM

County of Siskiyou Request for Proposals for Professional Services

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
October 3, 2022	Release of Request for Proposals (RFP)
October 17, 2022	Deadline to Submit Questions
November 4, 2022	Submission of Proposals due by 4:00 PM
November 7-10, 2022	Review of Proposals
November 28- December 1, 2022	Interviews
December 12-15, 2022	Notification of Final Selection
TBD	Professional Service Agreement Processed
TBD	Professional Service Agreement Start Date

1.0 Preface

The County of Siskiyou (“County”) invites qualified residential design and engineering firms (“Consultant”) to submit proposals for Professional Services to prepare complete building plan sets for a new residential dwelling permit streamlining program. The goal of the program is to encourage and facilitate the construction of housing, both primary dwelling and accessory dwelling units (ADUs), by offering a selection of pre-approved building plans that can be used, free of charge, for development in Siskiyou County and the incorporated cities within Siskiyou County.

This program has a minimum anticipated lifespan of six years with the inclusion of one planned revision for code changes.

1.1 Location

Siskiyou County is located in the northernmost part of the State of California. As of the 2020 census, the population was 44,076. Its county seat is Yreka, and its highest point is Mount Shasta. Siskiyou County is the fifth largest County in the State of California and has a total area of 6,347 square miles. Due to the County’s large size, the County has a diverse population and topography. The County contains nine incorporated cities and twelve unincorporated areas.

1.2 Background and Intent

Wildland fires have become an annual occurrence in Siskiyou County. Hundreds of homes have recently been destroyed due to wildland fires, with an average of 146 homes lost per year over the past three years. Fire insurance is increasing in cost and it is not uncommon for homeowners to lose coverage altogether. Many homes that have been lost were either uninsured or underinsured. With a median household income of \$47,000 and a poverty rate of more than 14%, rebuilding or replacing homes is financially difficult for many families. Additionally, although population forecasts indicate that Siskiyou County’s population is declining, available housing stock is also declining due to the popularity of our area for second (vacation) homes.

The availability of no-cost permit-ready plans for single-family dwellings and ADUs is intended to increase housing production by eliminating the time and expense spent during the design and plan-check phase of the homebuilding process.

1.3 Funding

The State of California Department of Housing and Community Development made available a Regional Early Action Planning (REAP) grant to help regional entities and governments facilitate local housing production. Siskiyou County was awarded the grant, a portion of which will be utilized for this project.

2.0 Scope of Work

The Consultant shall enter into an agreement that creates a nonexclusive and perpetual right or license for County to copy, use, modify, reuse, and sublicense any and all copyrights, design, and other intellectual property embodied in the writings prepared by Consultant, and Consultant's subcontractors, under the Agreement.

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

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

2.1 Unit Type and Size

The Consultant shall prepare a bid proposal for supplying the County with building plans for one or more of the detached unit sizes listed below. The County may award contracts to more than one consultant team and/or for any portion of a consultant team's proposal, to prepare final plan sets.

Unit Type	Options	Approximate Square Footage
Studio/1-bathroom	ADA ¹ , Garage ²	500
Studio/1-bath with garage below		500
1-bedroom/1-bathroom	Garage	600
2-bedroom/1-bathroom	ADA, Garage	800
2-bedroom/2-bathroom	Garage	1000
3-bedroom/2-bathroom	ADA, Garage	≤1200
3-bedroom/2-bathroom	Garage	1400

2.2 Architectural Styles

The Consultant shall prepare architectural elevations with three different architectural styles for all unit sizes specified above. Roofline, exterior materials, and door and window fenestration of each unit type shall be customized to reflect three (3) exterior architectural variations. The following are suggested styles.

- a. Craftsman/Arts and Crafts
- b. Country/Farmhouse
- c. Contemporary

2.3 Design Criteria

- a. All designs shall fully comply with the 2023 California Residential Code, California Code of Regulations, Title 24, Part 2.5

Minimum Structural Design Criteria:

- I. Design: Conventional Framing per CRC 2023
- II. Lateral Force Resisting System: Light Frame (Wood) Walls Sheathed with Wood

¹ See section 2.3(e) of this RFP for minimum ADA option design criteria.

² Garage option shall be sized for two-cars and be attached to dwelling.

structural Panels

- III. Risk Category: II
 - IV. Seismic Design Category (SDC): As determined by the Design Professional.
 - V. Soil Site Class: D
 - VI. Ultimate Design wind Speed: 95 mph per CBC Fig 1609.3 (1)
 - VII. Wind Exposure Category: C
 - VIII. Roof Live Load: 20 PSF
 - IX. Floor Live Load: 40 PSF
 - X. Flat Roof Snow Load (Pf): 60 PSF
- b. Minimum Energy Compliance Design Criteria:
- State Title 24 Energy Compliance documentation in all four primary orientations (north, south, east, and west facing)
- I. Climate Zone: 16
 - II. Exterior Wall Insulation: R-19
 - III. Attic Insulation: R-38 minimum
 - IV. Designed for both heating and cooling: 92 AFUE (Heating); 15 SEER (Cooling)
- c. Foundation Design Criteria:
- Both a Shallow foundation design for building sites that do not exceed a slope of 1 vertical to 3 Horizontal units and a raised wood floor with concrete stem wall foundation design. Design does not assume unstable soil but should take into consideration areas where expansive clay soil may be present.
- I. Soil Bearing Pressure: 1500 PSF (w/out Geotechnical Report)
 - II. Lateral Bearing Pressure:
100 PCF (Shallow Foundation)
200 PCF (Deep Foundation)
 - III. Foundation Depth Below Ground Surface: 12 inches min. to account for frost protection requirements.
- d. Americans with Disabilities Act (ADA) Design Criteria:
- The following minimum ADA design elements shall be included within the specified plans as an option:
- I. Entryway
 - II. Doorways
 - III. Bathroom
 - IV. Cabinetry

e. Fire Resistive Construction Details:

The proposed detached dwellings, if developed as an ADU, may be located within (4) feet of a real or assumed property line on the rear or side elevation. Therefore, for each of the proposed plan elevation, the rear and side elevation must comply with CRC Table R332.1 (1) Fire Resistance Protection/Rating of Exterior Wall elements.

The following minimum fire protection details shall be included within the plans:

- I. One-hour fire rated wall construction detail for each architectural style that would comply with ASTM E119 or UL 263 testing
- II. One-hour fire rated projection details on the underside of the projection for each architectural plan style. Assume two-foot minimum fire separation distance
- III. Design elevation where the opening on the exterior fire walls shall not exceed 25% of the wall area
- IV. Specifications and details of roofing material and roof sheathing that would comply with a two-foot minimum fire separation distance

f. Fire Sprinkler Design Criteria:

Provide a note on the plans that indicates that when fire sprinklers are required, the fire sprinkler systems shall comply with the requirements for an NFPA 13D Fire Sprinkler system.

2.4 Final Building Plans

Selected Consultant(s) will prepare a complete building plan set. Plans and specifications shall comply with standard drawings and specifications of the County of Siskiyou and other agencies as applicable. Final plan set to include:

- I. Architectural Construction Plan Package
 - a. Floor plan
 - b. Foundation plan
 - c. Sections (all necessary)
 - d. External elevations
 - e. Renderings of exterior and internal features suitable for publication
 - f. Suggested external and internal materials
- II. Structural Plan Package with structural calculations
- III. Truss Layout and Truss Sheet Package
- IV. Energy Compliance Forms (Title 24) Package
- V. Fire Sprinkler Plans and calculations package
- VI. Solar System Plans
 - a. One-line diagram
 - b. Component manufacturer cut-sheet

2.5 Meetings and Presentations

Selected Consultant(s) shall meet and/or present at

- a. Project Initiation: Prior to development of conceptual plan sets
- b. Project Plan Review: 35% Plans
- c. Project Plan Review: 65% Plans
- d. Project Plan Review: 95%

2.6 Publication-Ready Images and Materials

Selected Consultant(s) shall make available selected images of the Final Plan Sets, in digital format, to be part of marketing materials that will be produced for the program.

2.7 Code Compliance Revision

Selected Consultant(s) shall update the Final Building Plans (at a later date) for compliance with the 2025 California Residential Code, California Code of Regulations, Title 24, Part 2.5 in order to extend the lifespan of this program for a minimum of six years.

3.0 Submission Requirements

Proposal Format: Proposals must contain the following:

1. Cover Letter

- a. 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. California licensed professional

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.
- b. Proposals should reflect time required to prepare for and attend, at a minimum, four in-person meetings as detailed in section 2.5, above.

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

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 (combined total amount available for all plan-sets is \$173,000)

Metric	Points Available
Qualifications	20 points
Approach	25 points
Experience and References	25 points
Proposed Costs	30 points
Local Consultant Preference	5 points
Total Points	105 points

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.

5.0 General Information

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

- **Mailing:** Hard copy proposals by way of mail must be mailed to 806 S. Main Street, Yreka, CA 96097 and postmarked by **November 4, 2022, by 4:00 P.M.** Please note "RFP # 22-02" on front of envelope.
- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at the Community Development Department, 806 S. Main Street, Yreka, CA on or before **November 4, 2022, by 4:00 P.M.** Please note "RFP # 22-02" on front of envelope.

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

- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Planning at planning@co.siskiyou.ca.us and must be received by **November 4, 2022, by 4:00 P.M.** Please include "RFP # 22-02" in subject line.

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 Rachel Jereb, Senior Planner by email, rjereb@co.siskiyou.ca.us or by phone at **530-842-8205**.

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.
- Contract Schedule.

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

6.0 Attachments and Links

- a. Contract Template
- b. [Siskiyou County Building Code Design Information](#)

For your reference, please see the jurisdictions below for program examples of Permit Ready Plans.

- c. [City of Citrus Heights](#)
- d. [City of Encinitas](#)
- e. [City of Meniffee](#)
- f. [City of Oakland](#)
- g. [City of Renton, Washington](#)
- h. [Placer County](#)
- i. [San Diego County](#)