



County Of Siskiyou

Request for Proposals (RFP) RFP # 23-01 – County Administration for Klamath Dam Removal Project Manager

Proposals may be mailed, delivered, or emailed to:

Elizabeth Nielsen
Deputy County Administrator
County Administration
1312 Fairlane Road
Yreka, CA 96097
enielsen@co.siskiyou.ca.us

**Proposals Due by:
January 27, 2023
4:00 PM (PST)**

**County of Siskiyou
Request for Proposals
for Klamath Dam Removal Project Manager**

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
January 6, 2023	Release of Request for Proposals (RFP)
January 18, 2023	Deadline to Submit Questions
January 27, 2023	Submission of Proposals due by 4:00 PM
January 30, 2023	Review of Proposals
February 3, 2023	Notification of Final Selection
February 28, 2023	Professional Service Agreement Processed
February 28, 2023	Professional Service Agreement Start Date

1.0 Preface

The County of Siskiyou invites qualified individuals or firms to submit proposals for Professional Services to act as a Project Manager for the County to help issue and administer county permits relating to the removal of the Lower Klamath Project facilities (Project) and other Associated Activities, and coordinate with the Klamath River Renewal Corporation and PacifiCorp on the implementation of the Project and Associated Activities. The County's available budget for professional service fees and expenses (travel, office space, copies, postage, etc.) for the Project Manager (collectively, Project Manager Costs) is \$150,000 per year for a period of two years.

2.0 Scope of Work

Project management services will be limited to supporting good faith implementation of the Project as authorized by FERC and may consist of the following activities, including, but not limited to:

- Under general supervision and reporting to the County Administrator or Deputy County Administrator, this position performs project management activities related to the Project which achieve, but are not limited to, planning, establishing, and execution of:
 - Organizing and planning coordination with the State of California, Klamath River Renewal Corporation, PacifiCorp, County contractors/consultants, and other entities/individuals as needed for the Project.
 - Drafts and manages Memorandums of Understanding (MOU) and/or other similar documents with entities and agencies related to the Project.
 - Prepares reports to take before the Board of Supervisors related to the Project.
 - Attends Project-related meetings, and obtains and tracks all information related to the Project as it occurs in the County.
 - Acts as a point of contact for Project proponents and their consultants.
 - Organizes and evaluates Project information.
 - Works closely with departments, other organizations, and leaders to ensure coordination and responsiveness to requests that are related to the Project.
- Assist in the development and application of internal timelines related to the Project, following general guidelines or professional and administrative standards in accomplishing assignments;
- Plan and assist others in establishing Project permitting schedules and milestones; prepare, and communicate schedules and report on progress of Project related activities; develop critical path or project flow diagrams to plan, set and evaluate progress on Project related permitting or MOU tasks; timely communication of any deviations from the schedule and propose alternatives to align Project related activities with planned schedule;
- Timely prioritize and direct the County work of Project-related assignments and be responsible for County quality and schedule;

- Work closely with the Director of Community Development, Director of Public Works, County Administration and the local Air Pollution Control District to coordinate Project related work;
- Provide regular reports to the County Administrator or Deputy Administrator, and others in the County organization on the status of projects and other assignments;
- Coordinate with County Counsel's Office on the preparation and review of required documents;
- Suggest, discuss, and implement strategies to improve communication, processing of approvals, and positive outcomes for the County.
- Evaluate the work effort required for Project related tasks and identify the resources to provide that work effort;
- Prepare project staff reports as needed and make presentations to the Board of Supervisors, Planning Commission, and other advisory bodies as needed.
- Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service and communication;
- Perform related duties and assignments as required.

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. 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.

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:

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. **The transparent fee schedule shall be submitted in a separate sealed envelope marked "Fee Schedule" in bold print.** A detailed review of the merits of each proposal will be completed prior to the cost information being reviewed to insure that the County obtains services at "fair and reasonable prices".

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

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:

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at Siskiyou County Administration, 1312 Fairlane Road, Yreka CA 96097 on or before **January 27, 2023 at 4:00 PM** (ATTN: Elizabeth Nielsen, Deputy County Administrator). Please note "RFP # 23-01" on front of envelope.
- **Mailing:** Hard copy proposals by way of mail must be mailed to 1312 Fairlane Road, Yreka CA 96097 and postmarked by January 27, 2023 at 4:00 PM. Please note "RFP # 23-01" on front of envelope.
- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Elizabeth Nielsen, Deputy County Administrator at enielsen@co.siskiyou.ca.us and must be received by **January 27, 2023 at 4:00 PM**. Please include "RFP # 23-01" in subject line.

Proposers shall provide One (1) original copy with signature and Three (3) exact copies of the original by hand or mail delivery, 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 Elizabeth Nielsen by email, enielsen@co.siskiyou.ca.us , or by phone at (530) 842-8012.

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.

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

6.0 Attachments

Attachment A - Memorandum of Agreement Regarding Funding Klamath Dam Removal Project Manager

Attachment B – Memorandum from Richard Roos-Collins, General Counsel, KRRC, to Elizabeth Nielsen, Deputy County Administrator, Re: County Permits for Compliance with License Surrender Order for Lower Klamath Project.

Attachment C – Siskiyou County Contract Template