



County Of Siskiyou

Request for Proposals (RFP) RFP # [21-141] – Health and Human Services for Community Care Expansion Construction Management Services

Proposals may be mailed, delivered, or emailed to:

Maddelyn Bryan
Project Coordinator, Housing Programs
Health and Human Services Agency
818 S Main Street
Yreka, CA 96097
rfp_rfb_submissions@co.siskiyou.ca.us

**Proposals Due by:
June 3, 2024
4:00 PM**

**County of Siskiyou
Request for Proposals
for CCE Construction Management 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
May 9, 2024	Release of Request for Proposals (RFP)
May 16, 2024	Mandatory Pre-Bid Meeting
May 20, 2024	Deadline to Submit Questions
June 3, 2024	Submission of Proposals due by 4:00 PM
June 10, 2024	Review of Proposals
June 17, 2024	Notification of Final Selection
July, 2024	Professional Service Agreement Processed
TBD	Professional Service Agreement Start Date

1.0 Preface

On June 10, 2022, the California Department of Social Services (CDSS) released a Notice of Funding Availability to California counties for the Community Care Expansion (CCE) Preservation Funds Program. The purpose of this program is to preserve the operation of licensed residential care facilities serving Social Security Income/State Supplementary Payment or Cash Assistance Program for Immigrants recipients. The CCE Preservation Funds include operating subsidies and funds for capital improvements.

On April 7, 2023, the Siskiyou County Health and Human Services Agency (HSSA) received a noncompetitive allocation of \$459,808 from the CCE Preservation Funds program. Of this amount and including a County match, \$194,809 has been set aside for capital improvements and a construction manager at two licensed residential care facilities. HSSA plans to use these funds to make improvements that will address the life-safety, livability, energy efficiency, and long-term financial sustainability needs of these facilities. The development of a Rehabilitation Scope of Work will be informed by a Community Engagement Process and Capital Needs Assessment, as described in the HSSA CCE Implementation Plan, and further described in the 2.0 Scope of Work section below.

HSSA has contracted with consultant Housing Tools to assist in project delivery for the CCE funds. This will include administration of this RFP, development of a scope of work in coordination the selected Construction Manager, assist in administering a Request for Bids for a General Contractor, provide labor compliance monitoring, processing of CCE draws, reporting to CDSS, and project close-out.

2.0 Scope of Work

An estimated 1-2 residential care facilities will receive assistance with CCE funds.

The Scope of Work for providing construction management services for these two facilities will include the following tasks, with estimated schedule provided:

- 1.A. (Optional) Conduct Capital Needs Assessments that includes a physical inspection of improvements, assessment of condition by item type or system, and description of repair needs categorized as urgent or moderate, with estimated cost by item over a 10-year replacement period based on need. (August-September 2024)
- 1.B. If the Capital Needs Assessment is not produced by the Proposer, review Capital Needs Assessment performed by an independent third party. (August-September 2024)
2. Develop a Rehabilitation Scope of Work and Schedule for each facility based on the Capital Needs Assessment, customized cost estimates, and comparable costs. Also use findings from community engagement to inform the Rehabilitation Scope of Work and Schedule. Prioritize repairs in adherence to the following order of criteria: 1) life and safety needs; 2) housing quality standards for residents; and 3) energy efficiency and financial sustainability. The Scope of Work will include specifications and drawings as needed for a general contractor to complete the work. (October 2024)
3. Assist in preparing and administering a Request for Bids from general contractors, including review of bids and conducting interviews. (November-December 2024)

4. Ensure that the selected general contractor is properly licensed, insured, and secures necessary building permits. (December 2024)
5. Coordinate labor compliance monitoring with Housing Tools, including participation in the labor compliance pre-construction meeting. Housing Tools will be responsible for labor monitoring, including provision of labor requirements for inclusion in the contract between the County and general contractor, facilitation of the pre-construction meeting, review of payroll certifications, and conducting on-site worker interviews. (January-March 2025)
6. Monitor construction progress, including conducting site inspections, meeting bi-weekly with the general contractor, reviewing general contractor requests for payment, problem-solving with the County and general contractor. (January-March 2025)
7. Provide bi-weekly reports to the County, including construction progress, payment requests, and lien releases. Provide critical information to the County in order to implement change orders or modifications to the Rehabilitation Scope of Work and Schedule. (January-March 2025)
8. Manage construction close-out, including punch-list walk-throughs, final inspections, completion permits, notices of completion, systems commissioning, lien releases, and retention payment. Conduct a walk-through with the facility managers and County representatives to provide overview of completed improvements and instruct on use of systems and appliances. (April 2025)

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, and certify that the cost bid is valid for at least 90 days from the date of the letter.

2. Qualifications

- a. The RFP will prioritize Proposers that demonstrate expertise and experience in the following areas:
 - Performing project management and coordinating deliverables with a development team, including owner representatives, funders, architects, engineers, and general contractors.
 - Managing the construction process, including review of architectural plans, processing of Requests for Information (RFIs), Change Orders (COs), Payment Requests, and Construction Schedule, participating in Owner

Architect Contractor (OAC) meetings, and conducting on-site construction progress inspections.

- Application of federal and state regulations, including California Building Code.
 - Implementing strategies for value engineering and timeline acceleration.
- b. Provide specific information concerning the Proposer's experience with the services specified in this RFP, as well as any experience working in Siskiyou County and/or rural California. Examples of completed projects, as current as possible, should be submitted as appropriate.
- c. Provide any professional licenses.

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. Describe an approach to carrying out the Scope of Work outlined in Section 2.0, including staffing time and assignments, and any procedures, templates, and/or project management tools.

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 with cost by Scope of Work Task 1-8 as laid out in Section 2.0, as well as time and materials rates per hour or item.

7. Attachments:

- a. Proposers may provide a resume and/or example of project management tool, template, or process as attachments. Attachments may not total more than five pages.

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, or electronic means, as described below:

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at County of Siskiyou Social Services, 818 S. Main Street, Yreka, CA 96097 on or before June 3, 2024 at 4:00 PM (ATTN: Maddelyn Bryan, Project Coordinator). Please note "RFP # 24-141" on front of envelope.
- **Mailing:** Hard copy proposals by way of mail must be mailed to Maddelyn Bryan, 818 S. Main Street, Yreka, CA 96097 and postmarked by June 3, 2024 at 4:00 PM. Please note "RFP # 24-141" on front of envelope.
- **Electronic Copy Submittal:** Submit an electric copy of the proposal via email. Electronic copies shall be emailed to rfp_rfb_submissions@co.siskiyou.ca.us and must be received by June 3, 2024 at 4:00 PM. Please include "RFP # 24-141" 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 Maddelyn Bryan by email at mcbryan@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.

The contract term will be for an estimated nine (9) months (August 2024 to April 2025).

The selected Proposer will be required to adhere to the County's insurance requirements, including commercial liability, professional liability, automobile, and workers compensation.

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 – County Contract Template