



County Of Siskiyou

Request for Proposals (RFP)

RFP # 22-01 – The Community Development Department

for

COMPREHENSIVE GENERAL PLAN UPDATE, ENVIRONMENTAL IMPACT REPORT, AND ZONING CODE AMENDMENTS

Proposals may be mailed, delivered, or emailed to:

Hailey Lang

Deputy Director of Planning
Community Development Department

806 South Main Street

Yreka, CA 96097

hlang@co.siskiyou.ca.us

Proposals Due by: August 8, 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
July 11, 2022	Release of Request for Proposals (RFP)
August 11, 2022	Deadline to Submit Questions
August 18, 2022	Submission of Proposals due by 4:00 PM
August 22-25, 2022	Review of Proposals
August 29-September 8, 2022	Interviews
September 20, 2022	Notification of Final Selection
September 20, 2022	Professional Service Agreement Processed
September 20, 2022	Professional Service Agreement Start Date

1.0 Preface

The County of Siskiyou invites qualified consulting firms to submit proposals for Professional Services to prepare a comprehensive update to the County of Siskiyou General Plan. The chosen Consultant(s) will to conduct an environmental analysis, produce an Environmental Impact Report (EIR) to include background and technical documents, and all deliverables to prepare the draft General Plan. The County anticipates the General Plan Update will be completed over a two-year period to facilitate public outreach and within budgetary constraints.

1.1 Introduction

The County of Siskiyou Planning Department (Planning) is seeking proposals from qualified Consultant(s) with expertise in drafting general plans to assist the Planning staff in the preparation of a comprehensive update to the Siskiyou County General Plan. In addition, the qualified Consultant(s) shall prepare the environmental analysis of the completed general plan draft and zoning amendments by producing an Environmental Impact Report (EIR) in accordance with the California Environmental Quality Act (CEQA). The Consultant shall have a proven ability to assess a County's current conditions and demonstrate knowledge of current State and Federal regulations as it applies to the completion of general plan updates, zoning amendments and CEQA compliance.

The focus of this project is to respond to changes in the community and in circumstances that affect the future direction of the County through the comprehensive update to the existing General Plan. The Consultant shall conduct field studies and research as necessary, modify and add text focusing on policies and programs relevant to issues of existing Planning staff concerns, modify and add diagrams and maps, ensure that each element conforms to state law, and extend the General Plan's horizon to year 2050. The updated General Plan will be based upon the results of a comprehensive visioning process and public engagement program to ensure that all facets of the community participate and are fully represented in shaping Siskiyou County's future.

The County proposes to utilize Consultant's resources to manage and contribute to the update. It is anticipated that one firm with ample staffing, or a team of qualified firms, will be selected to support the County in the update of General Plan, including creating a detailed work plan for the update, conducting specialized technical analysis, and preparing studies, prepare current land use inventory, assist Planning staff to conduct public outreach, and preparing the EIR and coordinating EIR review by the public and interested agencies.

Amendments to the Zoning Code must be made to ensure compliance with the updated general plan and State planning and zoning law. The scope of this effort may include targeted zoning ordinances amendments or a comprehensive update of the Siskiyou County Zoning Ordinance, which will ultimately be integrated in the Land Use Element.

The Consultant's work plan will address project budget parameters, including cost limitation mechanisms, creative approaches that use existing County resources, and suggestions of which tasks will benefit from County staff involvement and to what degree. Consultants are expected to propose cost effective methods that will deliver an update product that satisfies the County's project goals. The County anticipates the General Plan Update and EIR to be completed and ready for adoption within two years from execution of the Consultant contract. Planning support will be ongoing during the contract period and zoning amendments will adhere to the same timeline as the general plan update.

1.2 Project Location and Background

Siskiyou County is located in the northernmost part of the U.S. 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.

Siskiyou County is located north of Redding, south of Ashland, Oregon, and is a midpoint between major markets such as Portland, Sacramento, and San Francisco, bisected by Interstate 5. The County's prominent transportation routes are US Route 97, Interstate 5, State Route 3, State Repot 89, and State Route 96. Siskiyou County operates a countywide airport system consisting of five public use general aviation airports; Butte Valley Airport; Happy Camp Airport; Scott Valley Airport; Weed Airport; and Siskiyou County Airport. Siskiyou County also operates a bus service system, known as Siskiyou Transit and General Express (STAGE).

1.3 General Plan Setting

The County's existing General Plan consists of eleven elements and one specific plan. The Housing Element is the only element within the County's General Plan that has been continuously maintained and updated.

Element	Adoption Year
Circulation	1987
Conservation	1973
Energy	1983
Geothermal	1984
Land Use	1980
Land Use Policies	1997
Noise	1978
Open Space	1972
Safety	1976
Scenic Highways	1974
Housing	2014
Scott Valley Area Plan	1980

For the purpose of this RFP, the County of Siskiyou is requesting updates to the Land Use Element, Noise Element, and Open/Conservation Element. The County will not be updating the Geothermal, Energy, or Scenic Highways Elements as they are not required by the State of California. The County will be adopting the Siskiyou County Local Transportation Commission's

Regional Transportation Plan (RTP) as its Circulation Element and the County's Local Hazard Mitigation Plan (LHMP) as its Safety Element. The Scott Valley Area Plan is not scheduled for any updates.

A comprehensive update for the General Plan is overdue to satisfy State compliance with statutory requirements, internal consistency, and inclusion of County planning programs. A new visioning document is needed to define the County's current and long-range planning goals for the next 20 to 25 years. The County of Siskiyou needs to rely upon the General Plan to ensure that growth within the County and infrastructure and services, occur in a deliberate, guided, and intentional manner to ensure the County is prepared for the next generation of development and growth.

1.4 Project Objectives

The objective of the County of Siskiyou General Plan Update effort is to develop a comprehensive and internally consistent General Plan with Goals, Policies, Objectives, Land Use Designations, Program Policies, and Process Policies that are consistent with major policy directions of Siskiyou County, and which provide guidance to the County for the next 25 years. As part of this comprehensive update, the County will engage the community and stakeholders for their input, as well as work with the Consultant(s) to analyze current and future trends, including advancements in technology, changes in industry, and other local and regional trends that impact local land use and the economy. This analysis will help the County develop policies and recommendations that will best meet the current and future needs of the community. The final draft of the General Plan shall be comprehensive, internally consistent, and conform to state law requirements.

The completed General Plan shall address the following:

- Vision and Guiding Principles
 - The new General Plan will include a vision for the future of Siskiyou County created by the community. The Community's Vision will be presented to the County decision makers at the beginning of the process for their review and confirmation of the direction for the new General Plan. The General Plan shall incorporate a set of Guiding Principles, each with key strategies for achieving the community's vision.
- Authenticity
 - The new General Plan will identify, evaluate, and highlight the physical, social, and cultural identities and community assets of Siskiyou County's communities and provide policies to enable community cohesion.
- Sustainability
 - The new General Plan should integrate sustainability policies throughout and provide a path to improving outcomes on a range of environmental, economic, and social measures. This would be accomplished by analyzing the sustainability of community infrastructure systems and identifying potential sustainable infrastructure projects and improvements that touch on multiple elements of the Plan such as recreation, conservation, agriculture, health, and economy, as well as sustainability.

- Community Enhancement
 - This new General Plan update allows for consideration of specific needs experienced by existing communities and an opportunity to identify potential General Plan enhancement strategies and implementation measures.
- Healthy Communities
 - The new Plan should make improved health outcomes a key objective against which policies are measured. In addition to physical health outcomes, a broad definition of health may also consider well-being, happiness, and kindness. The Plan should explore the initiatives in each element to ensure that Siskiyou County is a community that supports healthy and active living from youth through old age.
- Community Resiliency
 - The new Plan must include extreme weather events and mitigation policies and strategies, in compliance with State law and to increase the resiliency of the County and its most vulnerable communities through an integrated “in all policies” approach.
- Fiscal and Economic Development
 - The County of Siskiyou is committed to responsibly fostering economic development. Through economic and fiscal analyses of existing and projected conditions, the draft General Plan shall enhance economic development activities, business retention and expansion, and shall optimize the mix, amount, types, and location of land uses with the goal of achieving the highest possible quality of life and best future fiscal and economic health for the County. Identifying underutilized land will be key in this analysis.
- Implementation
 - The County is committed to creating a Plan that is immediately ready for implementation. The Plan must include short, medium, and long-term steps for County leadership and departments to implement its policies and objectives. Each of these should be paired with measurable, tangible indicators against which progress can be assessed.

2.0 Scope of Work

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

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

Task 1.0 Project Administration

1.1 Project Management and Coordination

- Management and oversight of project and deliverables, as well as invoicing.
- The County will hold periodic meetings (initially, expectation is monthly and then can go bi-monthly should the project schedule allow) and check-in calls with the Consultant(s) to ensure good communication on upcoming tasks and to confirm project deliverables are on schedule and within budget.

1.2 Project Kick-Off Meeting and County Tour

- Review and discuss overall format and organization of the General Plan update products.
- Establish the roles and responsibilities of County staff and the Consultant in preparing the General Plan, EIR, and involvement in public outreach efforts.
- Determine a schedule for work products and a method by which comments should be compiled
- Determine/confirm the planning area and community boundaries.
- Identify all available GIS mapping data with assistance from the County.
- Refine the project schedule and work program.
- Discuss potential engagement with the Board of Supervisors.
- Establish monthly status reporting and project status meeting protocols.
- Determine consultation and coordination of the GP update with appropriate governmental agencies.

1.3 Project and Community Outreach

- The County will form a Technical Advisory Committee (TAC) consisting of 3-5 members from County departments, the Planning Commission, and qualified individuals from agencies and the public as well may be appointment by the Planning Director, led by the Planning Department. The TAC will provide technical input and review of administrative draft documents throughout the GP update. The Consultant(s) and County staff will facilitate the TAC meetings at keys phases in the update process, including the Background Report; Issues and Assets, Opportunities and Vision; Alternatives; General Plan preparation, and Draft EIR.
- Consultant(s) and the County will hold a number of public outreach meetings/workshops and events to meet State requirements.
- The Consultant(s) will lead a community survey to understand the community's wants, needs, and concerns regarding Siskiyou County.
- A website will be crafted and created for the General Plan Update, so residents can follow along with the project timeline as well as important dates.

- Consultant(s) and Planning staff will use information gained during workshops to prepare the Draft Community Vision and Guiding Principles that represents the future for Siskiyou County.
- Creation and presentation of materials to the Planning Commission and/or Board of Supervisors, as needed.
- Consultant(s) to attend any public hearings or community workshops regarding the General Plan.

Task 2.0 Existing Conditions Background Report

2.1 Evaluation of Existing General Plan and Zoning Ordinance

- Evaluation of Goals, Policies, and Objectives.
- Evaluation land use designations.
- Evaluation of land development regulations.
- Evaluation of planning programs and policies.
- An overall evaluation to analyze the existing GP and zoning ordinance strengths and weaknesses and the efficiency and effectiveness of its policies and implementation programs. County staff will detail the experience working with the existing GP and zoning ordinance and prioritize a list of major policy issues.

2.2 Existing Conditions Information Review

- Consultant(s) to review existing conditions produced by County staff and information collected from other departments to assess the usefulness of information to the update effort. The Consultant(s) shall then identify the additional research, data collection and growth, and economic trends analysis tasks necessary to complete the Background Report, GP update, and EIR.

2.3 Administrative Draft Existing Conditions Background Report

- Consultant(s) shall produce an “Administrative Draft Existing Conditions Background Report”, which besides serving as the Existing Setting section for the General Plan and EIR, shall identify future opportunities and constraints, and where appropriate, lay the groundwork for policy development on the full range of environmental, land use and public service issues. The report shall also evaluate the County’s regional context. The sections of the report will include land use, population, employment and housing, circulation and transportation, biological resources, cultural resources, economics, infrastructure, public services, noise, air quality, safety and hazards, geology, hydrology, and water quality.
- The Draft Report will be presented by the Consultant(s) to both the Planning Commission and the Board of Supervisors.

2.4 Final Background Report

- The Consultant(s) and Planning staff will facilitate TAC review of the draft report.
- Based on TAC comments, the Consultant(s) will revise and update the document to create the Final Background Report.
- The Final Report will be presented to both the Planning Commission and the Board of Supervisors.

Task 3.0 Evaluating Alternatives

3.1 Land Use Alternative Concepts and Policy Option Topics

- The Consultant(s) and staff will develop an existing trends scenario and alternative Land Use concepts. The Consultant(s) will prepare at least one land use alternative concept that focuses on future growth and development to the existing undeveloped and/or underutilized areas within the County. In addition to land use concepts, the Consultants and County staff will identify policy option topics to address key programmatic issues and opportunities. The Consultants and staff will review existing land use designations and develop a set of updated land use designations on which to base the land use alternative concepts. The land use designations will include allowed uses and standards of population density and building intensity, as well as guidelines for urban form. The designations will be illustrated with graphics and images to show the intended development outcome. The Consultants will provide technical analysis to estimate a balanced land supply for the different components of market demand through the planning horizon year.

3.2 Evaluate Growth Alternatives and Identify Policy Options

- Using the Alternatives Concepts, the Consultant and staff will develop population and employment projections based on buildout of each alternative. The Consultant will evaluate the land use alternatives in terms of impacts on an identified set of topics, such as existing/programmed public facilities or networks, the natural environment, the economy, GHG emission reduction, and County finances. The Consultant will address the fiscal implications of each alternative in five-year increments within the 20- year planning horizon. The Consultants and staff will develop policy options to address identified key assets, issues, and opportunities.

3.3 VMT Analysis

- The Consultant will conduct a Vehicle Miles Traveled (VMT) analysis per SB 743 for environmental clearance purposes. Through this process, a SB743 screening criteria will be created in order to provide VMT thresholds.
- Types of screening criteria may include: located in a VMT efficient area, small projects, proximity to transit, retail and recreational, local-servicing public facilities, affordable housing, mixed-use projects, or redevelopment projects.
- VMT thresholds for development projects will be based on the land-use designations of Siskiyou County.
- Through this process, the County will have adopted VMT thresholds, project screening criteria, and mitigation strategies in order to streamline CEQA projects within the County.
- VMT analysis should follow Office of Planning and Research's (OPR) recommended methodology to screen out VMT impacts by using project size, maps, transit availability, and affordable housing provisions.
- VMT analysis should also follow Caltrans methodology from their Transportation Impact Study Guidelines in addition to their SB 743 publications.

3.4 Fiscal Impact Analysis

- The Consultants will perform a fiscal analysis and report based on the land use alternatives. Identifying underutilized commercial and industrial land will be key in this analysis. Through economic and fiscal analyses of existing and projected conditions, the draft General Plan shall optimize the mix, amount, types, and location of land uses.

3.5 Alternatives Report

- Consultants will compile the land use alternatives evaluation and policy options and key issues into an “Administrative Draft Alternatives Report” for TAC review. Following the review, the Consultant will revise the Alternatives Report to reflect changes directed by staff and produce and publish the Alternatives Report.

3.6 Preferred Alternative

- Based on direction from the Planning Commission and the Board of Supervisors, the Consultants and staff will prepare a Preferred Alternative land use diagram and description, as well as a set of preferred policy options to address identified assets, issues, and opportunities.

Task 4.0 General Plan Preparation

4.1 Goals, Policies, and Objectives Development

- Address current community issues and meet new statutory requirements.
- Development of new goals, policies, and objectives for each of the elements, which will include new focus areas based on the established Community Vision and Guiding Principles and the preferred alternative land use diagram and description.
- Plan policies that serve as mitigated measures will be identified, so the need for additional mitigation should be limited.
- The Consultant(s) will only update four of the required elements:
 - Land Use
 - Noise
 - Open Space
 - Conservation
- Consultant(s) to prepare comprehensive implementation strategy that include specific, feasible actions the County will undertake to implement each of the goals, policies, and objectives.

4.2 Zoning Code Integration

General Scope: The County would like the end product of the Land Use Element to contain the following: land use designations and allowed uses (as well as uses allowed by a conditional use permit), development regulations and standards, permitting processes, and planning programs and policies such as signage, parking, short-term rentals, special event regulations, and dark sky regulation. What this means is that all zoning will be integrated into the land use element, and the land use element will guide both zoning and land use within Siskiyou County. This will allow for the land use element to act as a ‘one

stop shop' for planning processes and will in return expedite the planning process for residents. Based on the needs of the County, a holistic update to zoning is required.

- Consultant(s) will update and integrate the zoning code into the Land Use Element:
 - Title 10 Planning and Zoning.
- Make any necessary map amendments.
- Removal of old zoning regulations, such as Article 15 General Provisions.
- Development standards will be updated, evaluated, and integrated into the Land Use Element.
- Permit processing will be updated, evaluated, and integrated into the Land Use Element.

4.3 Land Use Policies and Programs

- Update will include creation of dark sky regulations.
- Update will include creation of special event designations.
- Update will include diversification of agriculture accessory uses.
- Consultant(s) and County staff will develop land use designations and prepare a draft Land Use Diagram.

4.4 Noise Element

- Update the Noise Element to meet State law requirements.

4.5 Open Space/Conservation

- Combine the Open Space and Conservation Elements.
- Update to meet State law requirements.

4.6 General Plan Draft

- Consultant(s) will prepare a draft General Plan for publication and environmental review.
- Consultant(s) shall ensure the draft confirms to all State, County, and other legal requirements such as the General Plan Guidelines prepared by the State Office of Planning and Research (OPR).
- Expected products/deliverables include:
 - Draft General Plan Elements: 15 copies.
 - Large-scale exhibits for workshops and public hearings.
 - Copies of all digital files used to inform and create the General Plan.
 - Conformances with current State Legislation.
- Consultant(s) is expected to consult with appropriate Federal, State, regional agencies, local agencies, and tribal agencies.
- The draft must meet applicable California Accessibility Standards.

4.7 Final General Plan

- The Final General Plan must meet applicable California Accessibility Standards.
- Expected products/deliverables include:

- Adopted General Plan in hardcopy format: 20 copies.
- Adopted General Plan in Microsoft Word, and digital PDF file formats suitable for posting to the Siskiyou County Website, for printing, and for distribution.
- Color Land Use Element Exhibits: 20 copies.

Task 5.0 California Environmental Quality Act (CEQA) Program Environmental Impact Report (EIR)

5.1 Notice of Preparation

- Consultant will prepare a Notice of Preparation (NOP) of an Initial Study and Draft Environmental Impact Report and circulate to the State Clearinghouse; Responsible Agencies; Trustee Agencies; other interested and affected State, County, and local governmental agencies; local Native American tribal representatives; and other groups and individuals that may have interested in the General Plan EIR.
- NOP will consist of a one-page form letter with a brief description of the scope of the project, the name and address of a county staff contact to submit comments to, and a map of the County's planning area.
- County staff will produce, mail, and track all notices.
- The NOP must meet applicable California Accessibility Standards.

5.2 Scoping Meeting

- Consultant and Planning staff will organize public scoping meeting(s) to solicit public comments concerning the environmental impact topics of concern and suggested approaches to avoid or reduce impacts of the Draft General Plan.
- Consultant and County staff will lead the scoping meeting.
- Consultant will record the meeting minutes.
- NOP shall serve as notice for the scoping meeting.

5.3 Draft EIR

- Consultant will prepare a comprehensive EIR containing all information required by Sections 15120 through 15132 of the CEQA Guidelines.
- The EIR will also fulfill requirements for the General Plan as identified in Government Code Section 65302, to fully characterize the environmental setting.
- EIR will include Thresholds of Significance in order to streamline County projects.
- Consultant will produce and circulate Draft EIR for the mandatory 45-day public review period with the Notice of Availability (NOA).
- The NOA will identify the project and explain the public review process.
- County staff will be responsible for publication in the local newspaper and sending out other required notices.
- The Draft EIR must meet applicable California Accessibility Standards.
- Consultant will prepare written responses to all written comments submitted to the County.
- If a substantial number of comments express the same concern(s), the Consultant will prepare a "master response" to that (those) comment(s).
- Consultant will respond to one round of staff comments on the draft responses.

- Consultant will prepare Findings required under Section 15091 and if necessary, a Statement of Overriding Considerations (SOC) pursuant to Section 15093.
- Consultant will submit the draft Findings and SOC for one round of review by staff and the Planning Commission and make one set of revisions for each.

5.4 Final EIR

- Consultant may make minor revisions to EIR text and exhibits, if warranted, to correct errors and/or provide clarifications or additional information.
- Consultant will include responses to comments in the Final EIR.
- Hardcopies will be provided for decision-making bodies.
- Final EIR will be provided in Microsoft Word and PDF file formats suitable for posting to the Siskiyou County Website, for printing, and for distribution.
- The Final EIR must adhere to applicable State Accessibility Standards.

5.4 Notice of Determination

- Consultant will draft the Notice of Determination (NOD) for distribution upon adoption of the EIR by the Board of Supervisors.
- The NOD must meet applicable California Accessibility Standards.

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:

- a. A thorough explanation of the Consultant's proposed course of action. References should be made to the RFP requirements and the Consultant's plans for meeting those requirements.
- b. An itemized description of the proposed project schedule and the end products to be produced.
- c. A project schedule shall indicate the logical breakdown of project tasks and completion deadlines. It should be designed to provide time for staff input. The Consultant should specify all scheduled meetings with staff. The schedule shall indicate all milestones, the critical path necessary for the project, and the anticipated completion timeframe upon notice to proceed. Time frames should be stated in terms of the number of calendar days required to complete the specified tasks using the County's Notice to Proceed as the start date. Timing for the preparation of the General Plan update and the EIR shall be overlapping.
- d. Preparation of a draft work plan identifying and describing in detail: tasks, meetings, products, Planning staff commitment needed, key personnel involvement, length of time to complete tasks, and budget.

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:
 - i. Monthly coordination meetings with Planning staff, with an appropriate mix of in-person meetings and conference calls.

- ii. 1 internal kick-off meeting with Planning staff and other County staff.
- iii. 10 community meetings/events-general plan.
- iv. 5 Planning Commission meetings.
- v. 10 Board of Supervisors meetings.
- vi. 1 CEQA scoping meeting.
- vii. Attendance and presentation at technical advisory body meetings as required.

The above meeting occurrences are tentative, and proposers are allowed to suggest a different set of meeting occurrences to better meet the needs and intent of the General Plan Update.

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 (**amount available for the General Plan Update up to \$1,000,000**)

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 **August 8, 2022, by 4:00 P.M.** Please note "RFP # 22-01" on front of envelope.
- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Hailey Lang, Deputy Director of Planning at hlang@co.siskiyou.ca.us and must be received by **August 8, 2022, by 4:00 P.M.** Please include "RFP # 22-01" in subject line.

Proposers shall provide One (1) original copy with signature and Three (3) exact copies of the original by 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 Hailey Lang, Deputy Director of Planning by email, hlang@co.siskiyou.ca.us or by phone at **530-842-8203**.

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 prohibited under state or federal law.

6.0 Attachments

- [Siskiyou County General Plan](#)
- [Siskiyou County Municipal Code](#)