



## **County Of Siskiyou**

### **Request for Qualifications (RFQ) RFP # 22-03 – The Community Development Department for On-Call Professional Planning Services**

**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](mailto:hlang@co.siskiyou.ca.us)

**Proposals Due by: March 2, 2023, at 4:00 PM**

# **County of Siskiyou Request for Qualifications 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**

<b>Date</b>	<b>Activity</b>
January 19, 2023	Release of Request for Qualifications (RFQ)
February 16, 2023	Deadline to Submit Questions
March 2, 2023	Submission of Proposals due by 4:00 PM
March 6-16, 2023	Review of Proposals
March 20-30, 2023	Interviews
April 18, 2023	Notification of Final Selection
April 18, 2023	Professional Service Agreement Processed
April 18, 2023	Professional Service Agreement Start Date

## **1.0 Purpose**

The County is seeking experienced firms to provide on-call consulting services for environmental reviews pursuant to the California Environmental Quality Act (CEQA). The County will be establishing a list of on-call planning professionals to help expedite environmental processing.

The Siskiyou County Community Development Department is comprised of three divisions—Planning, Building, and Environmental Health. The Planning Division is responsible for administering the County's current and long-range planning activities. These activities include administration of the General Plan, the Zoning Code, and ordinances related to the County's growth and development. Current planning activities include the review and processing of land-use applications including site plans, conditional uses, land divisions, planned developments, variances, etc. Long range planning activities vary, but may include General Plan amendments, code development, and other efforts based on the County's priorities.

The Planning Division of the County of Siskiyou is seeking qualifications from qualified persons or firms to enter into an Agreement for Professional Services to perform professional planning services related to environmental review on an "on-call" basis. The County is requesting qualifications from persons or firms with expertise on the California Environmental Quality Act, and conformance with federal, state, and local regulations.

## **1.0 County Background**

Siskiyou County is located in inland northern California, adjacent to the Oregon border. As the fifth largest county in California by area, Siskiyou County features spectacular natural beauty and scenic cities and towns including Yreka--the County Seat, Mount Shasta, Weed, Dunsmuir, McCloud and Tulelake as well as Butte Valley, Scott Valley, Shasta Valley and the Klamath River Corridor. Greater than 60% of the land within the County is currently managed by agencies of the Federal and State governments.

Although Siskiyou County is ranked the fifth largest county in California by area, it is ranked 45<sup>th</sup> in terms of population, with approximately 44,076 residents as of 2021. Three of the cities within the County have a population of less than 1,000, five cities have a population of between 1,000 and 5,000, and one city has a population of approximately 7,800.

Siskiyou County is a midpoint between major markets such as Portland, Sacramento and San Francisco and is bisected by Interstate 5. Companies that choose to locate here do so because of the quick, easy access to the world's largest consumer marketplaces, low cost of living, and a quality of life that is unparalleled. Practical advantages to locating in Siskiyou include low utility costs, proximity to Interstate 5 and available land inventory. Siskiyou is home to leading companies in agriculture, wood products, tourism, retail and manufacturing.

## **2.0 Scope of Work**

From time to time, the County requires additional professional planning services, and technical expertise either acting as an extension of County staff, or as an independent technical consultant. The County is issuing this RFQ to select consultants who have extensive experience working in a local government environment to provide planning services and to streamline development projects within the County.

The selected Consultant(s) shall provide planning services noted below:

1. Analyze projects for compliance with the County's General Plan, Municipal Code, California Environmental Quality Act (CEQA), and other policies.
2. Preparation of initial studies, draft environmental impact reports (EIRs), responses to comments/final EIRs, (mitigated) negative declarations, addenda to previous environmental documents, subsequent/supplemental EIRs, mitigation measures, mitigation monitoring and reporting programs, notices, and exemptions.
3. Issue-specific environmental studies (e.g. biological resources, transportation/traffic analysis, cultural and historic resources).
4. Attendance at Board, Commission and Council meetings when necessary.
5. Conduct site visits, when necessary.
6. Be available during regular business hours to meet with staff and clients.

### **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/Rural Experience**

- a. Provide specific information concerning the Proposer's experience with the services specified in this RFQ. Examples of completed projects, as current as possible, should be submitted as appropriate.
- b. Provide the firm's experience working with rural counties in California.

#### **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 RFQ.

#### **4. References:**

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

#### **5. Price Proposal:**

- a. Provide a transparent fee schedule that outlines costs necessary to complete environmental review, including but not limited to hourly and/or billing rates.

**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 RFQ will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFQ. Any proposal that fails to meet the RFQ'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 (up to 30 points)
2. Experience (up to 30 points)
3. References (up to 15 points)
4. Proposed costs (up to 15 points)
5. Experience working with a rural California County (up to 10 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 **March 2, 2023, by 4:00 P.M.** Please note "RFP # 22-03" 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](mailto:hlang@co.siskiyou.ca.us) and must be received by **March 2, 2023, by 4:00 P.M.** Please include "RFP # 22-03" 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](mailto:hlang@co.siskiyou.ca.us) or by phone at **530-842-8203**.