



County Of Siskiyou

Request for Proposals (RFP)

RFP # 23-03 – Public Health

Carport for Mobile Lab/Clinic/Outreach Vehicles

Proposals may be mailed, delivered, or emailed to:

Shelly Davis

Director

Siskiyou County Public Health

810 S. Main St. Yreka, CA 96097

sdavis@co.siskiyou.ca.us

Proposals Due by:

August 7, 2023

4:00pm

County of Siskiyou Request for Proposals for Carport Project

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
7/11/2023	Release of Request for Proposals (RFP)
7/25/2023	<u>Mandatory</u> Pre-Bid Meeting and Walk-through 10:00 – 12:00
8/1/2023	Deadline to Submit Questions
8/7/2023	Submission of Proposals due by 4:00 PM
8/8/2023	Review of Proposals
8/8/2023	Notification of Final Selection
9/12/2023 (Estimated)	Public Works Contract Processed
10/17/2023 (Estimated pending Notice to Proceed)	Public Works Contract Start Date

1.0 Preface

The purpose of the RFP is to find a licenced contractor to construct two (2) vehicle carports for mobile lab/clinic/outreach recreational vehicles housed in the Siskiyou County Public Health parking lot located at 810 S. Main St. Yreka, CA 96097. The spaces are approximately 1050 square feet that requires concrete anchors and 240 square feet that will not require concrete anchors.

2.0 Scope of Work

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

The project will include the construction of carports in the following estimated measurements:

Carport #1

1. Style: RV Carport
2. Roof Overhang: 6"
3. Roof Style: A-Frame Verticle
4. Guage: 14-Guage Framing
5. Leg Style: Standard
6. Brace: Standard Brace
7. Size: 30'Wx35'Lx15'H
8. Color: White
9. Anchoring & Site Preparation: Asphalt Converted to Concrete Footers
10. Side Wall: Closed Left and Right Sides
11. Gable: Closed Front and Back
12. Extra Trusses (10) for Snow Load Rating
13. Extra Hat (4) Channels for Snow Load Rating
14. Diagonal Bracing

Carport #2

1. Style: Carport (12'-24' Wide)
2. Roof Overhang: None
3. Roof Style: Regular Style
4. Guage: 14-Guage Framing
5. Leg Style: Standard
6. Brace: Standard Brace
7. Size: 12'Wx20'Lx8'H
8. Color: White
9. Anchoring & Site Preparation: Dirt/Grass
10. Side Wall: Closed Left and Right Sides
11. Gable: Open Front and Back

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:

- 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.

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

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:

1. **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at Public Health Department, 810 S. Main St. Yreka, CA 96097 on or before **August 7, 2023 at 4:00pm** (ATTN: Shelly Davis, Director of Public Health). Please note "RFP # **23-03**" on front of envelope.
2. **Mailing:** Hard copy proposals by way of mail must be mailed to Attention: Shelly Davis Public Health Department, 810 S. Main St. Yreka, CA 96097 and postmarked **August 7, 2023, 4:00pm**. Please note "RFP # **23-03**" on front of envelope.
3. **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Shelly Davis, Director of Public Health at sdavis@co.siskiyou.ca.us and must be received by **August 7, 2023, 4:00pm**. Please include "RFP # **23-03**" in subject line.

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

Proposers submitting proposals electronically will only be required to send one signed copy.

After the mandatory pre-bid meeting, proposers are asked to direct all inquiries related to the project(s) to Henry Schnedler, Project Coordinator by email, hschnedler@co.siskiyou.ca.us, or by phone at (530) 643-3105. **All discussions will be disclosed to all proposers.**

The County will provide the following to assist the selected entity(s):

- a. Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- b. 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).
- c. Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
- d. Advice on the project scope of work.
- e. Review and validation of project deliverables.

Completion of this project is required within 90 days of the Public Works Contract Start Date (contract acceptance).

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

6.0 Attachments

1. Exhibit "A" - CarportView 3D Configurator THOR-WOW
2. Exhibit "B" - CarportView 3D Configurator Healthy Siskiyou
3. Exhibit "C" - Site Aerial View
4. Exhibit "D" - Siskiyou County Public Works Contract template