



## **County Of Siskiyou**

### **Request for Qualifications (RFQ) RFQ # 24-01 – Community Development for Property Abatement Services**

**Proposals may be mailed or emailed to:**

**Hailey Lang**  
Deputy Director of Planning  
Community Development  
806 S. Main Street, Yreka, Ca. 96097

**Submissions Due by:  
September 23, 2024, by 4:00 P.M.**

**County of Siskiyou  
Request for Qualifications  
for Property Abatement 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>
8-20-2024	Release of Request for Qualifications (RFQ)
9-10-2024	Deadline to Submit Questions
9-23-2024	Submission of Submissions due by 4:00 PM
10-7-2024	Review of Proposals
10-14-2024	Notification of Final Selection/Establishment of List

## **1.0 Purpose**

The County is seeking experienced individuals or vendors to provide on-call services for property abatement services to assist the County in property clean up where a property is a declared public nuisance and provides a threat to public health and safety. Property abatement services may include property clean-up to remove trash, debris, or personal property. Items to be removed may be hazardous and/or non-hazardous in nature. It is important that the individuals and/or vendors selected for this RFQ have the capability to work closely with County staff. The County will be establishing a list of vendors for property abatement services to help expedite property cleanup activities within the County.

## **1.1 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 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 45th 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.

The Siskiyou County Community Development Department includes the Building, Environmental Health, and Planning Divisions. The Planning Division oversees the Code Enforcement team, who carries out compliance of the Siskiyou County Code and other applicable laws. From time to time, properties that pose a threat to human health and safety require abatement, and the County facilitates cleaning up the property to bring the property back into compliance.

## **2.0 Scope of Work**

Property Abatement shall may include the following services and/or activities:

1. **Abatement:** Contractor shall cleanup sites and other areas as assigned by the County. Preparation for clean-up may include surveying sites, scheduling clean-ups, or preparing required documentation. Clean-ups shall include collecting of debris, dismantling of unpermitted structures, removing trash, and disposing of all debris at an appropriate disposal site. Contractor shall identify and dispose of materials excluded from disposal at said landfill (i.e., hazardous waste, universal waste, medical waste, and other items banned from landfills and transfer stations) at a site permitted to accept such material.
2. **Materials and Equipment:** Contactor shall supply all labor, materials, tools, heavy machinery and equipment, vehicles, protective gear, portable bathroom facilities, dumpsters, and other supplies that may be required to remove large quantities of debris, litter, and waste. Such equipment, tools, and protective gear shall be sufficient for all job site conditions.
3. **Ancillary Items:** Payment for any items that are not specifically called out in the Scope of Work are to be considered ancillary to the work and no additional compensation will be allowed. These items include, but are not limited to, hauling and disposal related fees.
4. **Management:** Contractor shall be responsible for the supervision/management of its crew and ensure all necessary safety procedures are followed.
5. **Best Practices:** Contractor shall follow best practices work procedures to safely manage any hazardous materials that may be found on the job site including, but not limited to, soiled personal hygiene items, urine, feces, syringes and other materials which could pose a health

threat. If weapons or drugs are found on the job site, the contractor shall immediately notify appropriate law enforcement and shall not move the weapons or drugs.

6. Proper Handling: Contractor shall properly handle and dispose of solid waste and hazardous waste in accordance with all applicable laws.

### **3.0 Submission Requirements**

**Proposal Format:** Proposals must contain the following:

- 1. Cover Letter**

Please provide the Proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter contracts on behalf of the Proposer.

- 2. Qualifications**

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.

- 3. Company Profile**

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:**

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

- 5. Price Proposal:**

Provide a transparent fee schedule that outlines all of the costs associated with the required services, including but not limited to hourly and/or billing rates.

The proposal must include all requirements as listed and correspond to the Scope of Work outlined under this RFQ.

**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 25 points)
2. Experience (up to 25 points)
3. References (up to 15 points)
4. Proposed costs (up to 30 points)
5. Experience working in Siskiyou County (up to 5 points)

The County may meet or interview any or all 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 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 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 **September 6, 2024**. Please note **"RFQ # 24-01"** 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 [RFP\\_RFB\\_Submissions@co.siskiyou.ca.us](mailto:RFP_RFB_Submissions@co.siskiyou.ca.us) and must be received by **4:00pm on September 23, 2024**. Please include **"RFQ # 24-01"** in the 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 by email, [hlang@co.siskiyou.ca.us](mailto:hlang@co.siskiyou.ca.us)**, or by **phone at (530) 841-2100**.

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