



County Of Siskiyou

Request for Proposals (RFP)

RFP # CD-22-01 – Community Development Department

For

**Contractor/Retailer for Community
Development Block Grant (CDBG)–Program Income Only
Woodsmoke Reduction and Heating Replacement Program**

Proposals may be mailed, delivered, or emailed to:

Kristen Lackey

Project Coordinator

Community Development Department

806 South Main Street, Yreka, CA 96097

CDBG@co.siskiyou.ca.us

Proposals Due by:

February 18, 2022

5:00 p.m.

**County of Siskiyou
Request for Proposals
for Contractor/Retailer for Community Development Block Grant -
Program Income Only**

Woodsmoke Reduction and Heating Replacement Program

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
February 2, 2022	Release of Request for Proposals (RFP)
February 10, 2022 10:00 -11:00 a.m.	Pre-Bid Conference at Community Development Department 806 South Main Street, Yreka,CA
February 15, 2022 5:00 p.m.	Deadline to Submit Questions
February 18, 2022 5:00 p.m.	Submission of Proposals due
February 22-24, 2022	Review of Proposals
February 25, 2022	Notification of Final Selection
April 5, 2022	Professional Service Agreement Processed/Board of Supervisor Approval
April 11, 2022	Professional Service Agreement Start Date

1.0 Preface

The County of Siskiyou will enter a contract in the amount of \$133,000 with a qualified Contractor/Retailer to; 1) remove and recycle existing residential woodburning heating sources, 2) provide residential heating equipment certified to U.S. EPA Step 2 New Source Performance Standards and related materials, 3) install new residential heating device, and 4) train homeowners on proper use of new equipment. The project purpose is to improve the health, safety, and efficiency of residential heating for low- to moderate-income households residing in the unincorporated areas of Siskiyou County through the provision of grants in an amount up to \$8,000 per household to replace old, inefficient, and highly polluting wood stoves, wood inserts, or fireplaces with cleaner burning and more efficient home heating devices.

2.0 Scope of Work

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

See Attachment C, Exhibit A Contract for Services Scope of Work in this RFP.

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 Sheet

- a. Complete and submit Attachment A Cover Sheet template.

2. Qualifications

- a. Complete and submit Attachment B Questionnaire, Part 1.

3. Schedule and Capacity

- a. Complete and submit Attachment B Questionnaire, Part 2.

4. Experience and References

- a. Complete and submit Attachment B Questionnaire, Part 3.

5. Price Proposal

- a. Complete and submit Attachment B Questionnaire, Part 4.

6. Debarment Certification

- a. Complete and submit Attachment E

7. Bid Guarantee

- a. In an amount equal to \$6,650 (5% of the proposal price of \$133,000)

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. Schedule and Capacity
3. Experience and References
4. Proposed Costs
5. Small, Disadvantaged, Woman-owned, Minority-owned or Section 3 Business

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:

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at Siskiyou County Community Development Department, 806 South Main Street in Yreka on or before **5:00 p.m. on February 18, 2022** (ATTN: Kristen Lackey, Project Coordinator). Please note "RFP # CD-22-01" on front of envelope.
- **Mailing:** Hard copy proposals by way of mail must be mailed to Siskiyou County Community Development Department, 806 South Main Street, Yreka, CA 96097 and postmarked by **5:00 p.m. on February 18, 2022**. Please note "RFP #CD-22-01" on front of envelope.

- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Kristen Lackey, Project Coordinator at CDBG@co.siskiyou.ca.us and must be received by **5:00 p.m. on February 18, 2022**. Please include "RFP #CD-22-01" in subject line.

Proposers shall provide one (1) original copy with signature and Three (3) exact copies of the original by hand delivery, mail, 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 Kristen Lackey by email, CDBG@co.siskiyou.ca.us, or by phone at 530-841-2160.

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.
- Technical assistance for compliance with local, state and federal requirements.

Contractor must:

- Be licensed by the California State Licensing Board.
- Be registered on SAM.gov.
- Be able to obtain Insurance as set forth in the General Provisions section of the Contract for Services Agreement (Attachment C);
- Provide services as described in the Scope of Work including, but not limited to, compliance with local, state and federal requirements.

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

6.0 Attachments

A: Proposal Cover Sheet

B: Questionnaire

C: County of Siskiyou Contract for Services with Exhibit A – Scope of Work

D: Debarment Certification Form

E. Woodsmoke Reduction and Heating Replacement Program Guidelines