

REQUEST FOR PROPOSALS (RFP)

RFP #2025-001 - Siskiyou County Evacuation and Preparedness Plan

Summary of Questions - As of 1/31/2025 – Final List

Release Date: 02/04/2025

Q1: Will SCLTC provide a comprehensive list (or repository) of existing plans, studies, MOUs, etc. for Task 2.1? Or is it the consultant's responsibility to identify and source all potentially relevant documents?

A1: SCLTC will provide recommendations, but the consultant will be expected to work with the Steering Committee to confirm other applicable agency plans that should be reviewed as part of the project.

Q2: Should the consultant anticipate needing to acquire or develop certain GIS shapefiles, data layers, or specialized mapping products beyond what the County already maintains?

A2: The consultant will need to prepare GIS shapefiles for the identified evacuation routes and the critical transportation infrastructure. The County's GIS department currently has shapefiles for critical facilities and infrastructure (i.e. medical facilities, retirement homes) that would be available to the consultant. They also have a new road layer that was recently updated, including state and County owned bridges and mileposts.

Q3: The RFP calls for 12 initial workshops and 5 follow-up workshops. Should any of these be virtual or is SCLTC expecting them all in-person? Are there any constraints regarding scheduling, venues, or format?

A3: Since transportation to the larger areas such as Yreka is frequently a barrier for disadvantaged community members who might participate in the project we want the workshops to be in-person. We will consider one virtual in the initial round and one virtual during the draft plan as an alternative.

Q4: Who is responsible for reserving venues and coordinating workshop logistics (room setup, A/V, etc.)?

A4: The consultant will be responsible for reserving venues and coordinating workshop logistics. However, many of the proposed workshop locations are within a local agency's jurisdiction. These jurisdictions typically have meeting locations that the Commission may be able to secure for the public workshops. The consultant should include all costs for venues in their proposal.

Q5: The RFP states OES will print and distribute postcards to notify the public. Will the consultant be involved in design/layout approval for these materials, or is that solely handled by OES?

A5: The postcards and other materials will be handled by OES. The consultant will not be required to provide any services related to design for these materials.

REQUEST FOR PROPOSALS (RFP)

RFP #2025-001 - Siskiyou County Evacuation and Preparedness Plan

Summary of Questions - As of 1/31/2025 – Final List

Release Date: 02/04/2025

- Q6: Are monthly Steering Committee meetings expected to be in-person or virtual? If they are in-person, is there flexibility for remote participation (especially during inclement weather or for out-of-area consultant teams)?
- A6: The Steering Committee meetings can all be virtual given the variety of committee members and the remote nature of our area.
- Q7: To what extent is the consultant expected to lead these Steering Committee meetings (prepare presentations, facilitate discussions, etc.) vs. simply provide updates?
- A7: The consultant will be responsible for providing updates and using the Steering Committee meetings to connect with stakeholders, request additional information, seek direction, and move through the project phases.
- Q8: Is there a not-to-exceed budget, or a general budget range for this project that prospective consultants should be aware of when scoping?
- A8: SCLTC received funding for this project from the California Department of Transportation's Sustainable Transportation Planning Grant Program. The total grant award was \$ 282,544, but this amount includes costs for Siskiyou County OES to prepare the materials outlined in the RFP (postcards, postage, emergency packets) and project management by the SCLTC.
- Q9: Several agencies (e.g., FEMA, CalFire, USFS, CalOES, tribal entities) are listed as part of the Steering Committee. Does the County envision direct consultant-led coordination with each, or will SCLTC serve as an intermediary when scheduling/facilitating discussions?
- A9: SCLTC will assist with scheduling and facilitation for Steering Committee meetings.
- Q10: Is SCLTC willing to accept digital signatures?
- A10: Digital signatures are acceptable if submitting the proposal via email, but as stated in Section 6.1 one signed original must be received by SCLTC within five (5) business days of the RFP due date.