

Coarsegold Resource Conservation District

REQUEST FOR PROPOSAL Wildfire Hazard Fuel Removal



**PROJECT NAME: CALFIRE 5GG21142
Eastern Madera Fire Prevention Assistance Program
Coarsegold Resource Conservation District
PO Box 1306
North Fork, California 93643
PH: 559 760 6019 (Director)
jon.cottington@crkd.org**

REQUEST FOR PROPOSAL
Eastern Madera Fire Prevention Assistance Program

Article I. Introduction

Coarsegold Resource Conservation District (CRCD) requests that your company make a proposal for your services on the Eastern Madera Fire Prevention Assistance Program. The following proposal request will outline the project goals and detail the format in which you should submit your proposal. Please read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines included in the timeline under Section 2.04.

Section 1.01 Location and Sponsor

Your bid is for defensible space operations on a minimum of 25 selected homes throughout Eastern Madera County.

Section 1.02 Management

Jon Cottington will be managing this project. The Project Manager will be off location during much of the project. Additional site visits available upon request.

Section 1.03 Contact Information

Please contact Jon Cottington for questions about the proposal and project submission details:

Phone: 559-760-6019

E-mail: jon.cottington@crcd.org

Article II. The Project

Section 2.01 Introduction

The Coarsegold Resource Conservation District is collecting applications for the Eastern Madera Fire Prevention Assistance program. This program aims to improve the safety of homeowners on social services or in financial need who are unable to afford the costs associated with creating defensible space, by providing a wildfire assessment and removing hazardous fuels that directly threatens the area 100' around their primary home.

The contracted work will consist of thinning and brushing of ladder fuels, limbing up healthy trees, removal of standing and downed dead vegetation, and breaking up the canopy to create a shaded fuel break within 100' of participating homes. Living vegetation will be selectively removed to eliminate ladder fuels and reduce fuel bed continuity. Vegetation removal will be accomplished by hand crews utilizing chainsaws, hand tools, chippers, and light equipment needed to remove felled timber. No heavy equipment or ground disturbing grading may take place. No removal of healthy standing trees will take place without consultation from the project manager (CRCD 559-760-6019). Vegetation material that is to be removed will be disposed of by chipping or hauling. Residual vegetation will be spaced approximately ten-fifteen feet apart and will reflect pre-treatment species distribution with retention priority given to large native

overstory trees. Qualified bidders must be licensed to perform the prescribed treatments. The contractor must supply proof of their license, proof of Worker's Compensation, and proof of Insurance of not less than One Million Dollars (\$1,000,000.00) combined single limit per occurrence for personal injury liability, bodily injury, and property damage. One Million Dollars (\$1,000,000.00) aggregate

Section 2.02 Contractor Requirements and Project Specifications

Hazard fuel reduction project will meet the following objectives:

Maintain aesthetics, natural habitat, and ecological elements through:

- Retention of live trees >12" diameter and protection of all cultural and biological resources.
- Favored retention and spacing of deciduous trees such as Oak.

Create Defensible Space by assisting in the elimination of the horizontal and vertical continuity of fire fuels as described in CA Public Resource Code 4291 through:

- Removal of marked dead/ dying trees standing or on the ground.
 - Removal of ladder fuels within 100 feet of structures or to property line if line is within 100ft. (Reach out to CRCDC if additional defensible space parameters are required)
 - Removal of chipped material (or piled outside the 100' space w/ homeowner permission only)
 - Cut stumps low, flush with the ground or <4in in height.
 - If removing entire limbs, cut at 45-degree angle from the branch collar.
- All property owners must be approved by CRCDC and have a signed Right of Entry Form on file prior to Contractor beginning work.
- All project flagging will be in place prior to project start. (Yellow = Boundary), (Red/Pink = Remove), (Blue = Limb) (Orange = Resource Protection, do NOT remove).
- Contractor will be responsible for following any "special instructions" as designated on the Right of Entry paperwork for parcels, or as communicated through the Homeowner or Program Manager.
 - Contractor will clean all equipment before arriving to reduce the risk of spreading invasive species.
 - Contractor is responsible for proper traffic control along any roadways, with the use of signage and cones, if work will impede or disrupt flow of traffic or access/egress.
 - Contractor will chip flagged trees and brush <10" dbh, dead-standing or downed. Firewood may be left for home owner with written permission.
 - Vegetation treated by mechanical mastication/chipping shred shall be hauled away.
 - Limbs of residual conifer trees shall be pruned along the main bole so that limb tips are 10 feet from ground level. Do not exceed 33% of the tree limbs on smaller trees. Limbs will be chipped.
 - Limbs of large residual oaks shall be pruned at 10 feet from the ground to break the fuel ladder.

- Contractor can truck logs from private parcel to a woody biomass treatment facility and should include this expense in their bid. Logs may not be removed for commercial use or profit.
- Contractor will repair road damage and roadsides (if impacted by the movement of equipment), leaving roads as good, or better, than original.
- Protected native Elderberry will not be removed but may be managed in consult with CRCDC.
- Contractor will calculate cubic meters of fuels treated and provide this information along with details including species, bone dry tons removed, the homeowner's name and address or other information. Contractor must be familiar with information necessary to collect before starting tree removal.
- Contractor will prepare and submit a monthly invoice indicating hours worked and other approved costs along with timesheets for work crews and other required backup documentation. Contractor will also provide pre-and post-treatment images of key locations with each invoice (invoices are allowable for each 30 days of work).
- Contractor will provide final metrics relating to the number of acres treated by project completion date (December 8th, 2023) or sooner.

Other Responsibilities of the Contractor Include:

1. Contractor will work with CRCDC Staff to ensure compliance with the guidelines, conditions, and criteria of the grant.
2. Contractor will be responsible for the crew's safety and sanitation needs.
3. OSHA compliant PPE are always required on the job site.
4. Contractor will comply with all CRCDC established administrative procedures, such as invoice processing cycles, and providing specific project metrics.
5. Contractor will maintain the required Workers Compensation and insurance liability policies. Failure to do so can result in termination of the contract.
6. Contractor will be responsible for ensuring protection of structures, property improvements, survey monuments, fencing, and property corners, power lines and other utilities.
8. Residual trees will be protected, as is reasonably feasible, from skin ups and damage.
9. Contractor will ensure that any surface or other property disturbance in gaining access to and within the treatment area will be restored to its original appearance after the completion of work.
10. Contractor must ensure that any erosion control measures are taken if the equipment damages the soil stability.
11. Contractor will ensure that no equipment, materials, or trash is left on the project area, or in any access-way used to get to and from the project area, upon leaving the project site every day.
12. During fire precautionary periods, Contractor will adhere to the requirements set forth in CA PRC 4427 for operations during any time of year a burn permit is required.
13. Contractor will ensure compliance with all Federal, state, and local laws; including the California Forest Practices Act.

14. Contractor will direct homeowner inquiries and concerns to CRCD program managers immediately and be respectful of homeowner requests. They will direct all homeowner discretionary concerns to the CRCD for resolution and cease work until resolution is presented by CRCD.

Section 2.03 Qualifications

Applicants must meet the following qualifications:

1. A proven track record of successfully completed projects in fire fuel reduction and vegetation management operations, on time, efficiently, and with good communication.
2. Contractor acknowledges and affirms that they can provide all services within the grant award amount, and within the performance period. A non-performance or a request for additional funding outside of the contract between the EMCFSC and contractor, will result in termination of the contract.
3. All tasks and proposal questions must be answered for your proposal to be considered.
4. Bid for work must be within industry standard costs and reflect good stewardship of grant funds.
4. Proof of General Liability Insurance (Minimum coverage \$1 million).
5. Proof of California Workers Compensation insurance.
6. Fiscal capacity to wait 30 days or more from the date of completion of work for invoice approval and grant payment.
7. Contractor will not subcontract work without the approval of CRCD. Contractor is responsible for equipment costs and crew costs and are to build them into their bid.
8. Contractor is responsible for their time management in relation to the project timeline and completion, however, must present a reasonable timeline/intended schedule along with their bid.

Section 2.04 Timeline

To complete the project on time, CRCD has set the following timetable. This timetable may be subject to change by executive change order agreed upon by both parties.

Milestone:	Date:
Requests for Proposals Sent Out	Aug. 24, 2023
Bidders Conference/Job Walk	Sept. 08, 2023
Deadline for Proposals	Sept. 14, 2023
Review and Selection of Contractor	Sept. 18, 2023
Service Agreement Signed	Sept. 22, 2023
Project Start Date	Sept. 25, 2023
Project End Date	Dec. 08, 2023

PROJECT COMPLETION is declared after site inspection and walk with CRCDD Project Manager.

Project Completion Date NO LATER THAN: December 08, 2023

Section 2.05 Bid Information

Bidders Conference / Job Walk is scheduled for: Friday September 8, 2023, 9:00am

Meet at: 33173 Road 222 North Fork, CA 93643 (Pizza Factory Parking Lot)

The job walk will consist of discussion of defensible space requirements and a short drive to tour of at least one applicant's property to determine an "average" per property cost estimate.

Attendance at this meeting is NOT REQUIRED to qualify to bid on the project.

Article III. The Proposal

Section 3.01 Summary of Proposal

(a) Expectations

Contracts will be awarded based on the information presented in the proposals received. We will award contracts based on the proposal expected to be the most beneficial to our project based on a variety of factors.

(b) Response Deadline

Please send a letter of intent/RSVP by September 7, 2023, if you intend to join the job walk and/or submit a proposal.

(c) Proposal Deadline

Proposals must be received no later than 3:00 p.m. on September 14, 2023. Proposals may also be emailed to Jon Cottingham at jon.cottingham@crkd.org. Address any questions to Jon Cottingham at jon.cottingham@crkd.org or at 559-760-6019.

(d) Selection Criteria

All offers submitted will be considered based upon the materials provided in the proposal. Consideration will be given to performance projections as well as cost and staff requirements. Only those proposals submitted by the deadline above will be considered. The following criteria will be the primary considerations for selecting a proposal:

1. Submission of all proposals in the correct format by the stated deadline.
2. The perceived effectiveness of the proposal's solution for Coarsegold Resource Conservation District's stated mission.
3. The perceived ability for the proposing company's ability to deliver their services is set forth in their proposal.
4. The proposing company's past performance in delivering such services.
5. Sufficient availability of high-quality personnel with the required skills for the specific approach proposed.
6. Overall cost of the proposal.

Coarsegold Resource Conservation District may suspend or discontinue proposals at any time without notice or obligation to the company that submitted the proposal.

(e) Proposal Format: Coarsegold Resource Conservation District requires that you include all the following information in your proposal: See Template Bid Proposal **EXHIBIT A**

1. **Cover Sheet:** With the following Information:
 - A. Title of Proposal
 - B. Name, Address and License number of Contractor/Firm
 - C. Contact Person, Telephone Number, Email Address, and Mailing Address
2. **Understanding of Project:** The contractor shall provide a brief outline that demonstrates an understanding of the removal and transportation of downed wood within the project area that clearly illustrates their ability to eliminate logs and hazardous fuels at selected project locations.
3. **Approach and Objectives:** The contractor shall provide a brief outline of how their proposal will be responsive to the expected scope of work and responsibilities. The contractor will **also provide a roster and description of equipment** that they will implement to complete the contract.
4. **Qualifications of Key Personnel:** The contractor shall provide the names of the key people who will be working on this project, their role in the project, and a synopsis of their experience relevant to these roles. Please list appropriate license numbers for key personnel.

5. **References:** The Contractor shall provide a minimum of three recent references from similar or related projects, including appropriate contact name, telephone number, and email address.
6. **Copies of any Licenses or certifications**
7. **Proof of General Liability, accidental fire insurance, and other insurance listed below:**
 - a. Workers' Compensation Insurance: Contractor shall maintain Workers' Compensation insurance for all employees.
 - b. General Liability and Accidental Fire Coverage: Insurance of not less than One Million Dollars (\$1,000,000.00) combined single limit per occurrence for personal injury liability, bodily injury, and property damage. One Million Dollars (\$1,000,000.00) aggregate

Certificates of Insurance will be required, with the Coarsegold Resource Conservation District added as additional insured.
8. **Project Budget:** Proposal will include a project budget that outlines the tentative schedule of work. * Budget should include breakdowns of cost per site or cost per acre, for hand brushing/thinning and chipping/hauling.

*- Detailed Schedule, with addresses of participating homes, will be agreed upon at the time of approval of the service agreement.

Article III. TERM OF THE AGREEMENT

Section 4.01

The term of this Agreement shall commence on the date of an executed agreement and shall expire no later than Dec 8, 2023, unless terminated earlier due to satisfactory completion of the scope of work in accordance with the provisions of the final executed agreement or agreed upon by both parties in a signed executive change order.

Section 4.02 Payment

The Coarsegold Resource Conservation District shall make payment of the contractor's invoice within 30 days of funds being dispersed by CAL FIRE. To receive timely reimbursement for the described Project, the Contractor shall provide CRCD an "Invoice of Services" on a monthly basis detailing services performed by task and actual costs. The Contractor shall not be

reimbursed for any additional expenses incurred beyond the maximum amount of grant funds available. Final determination of the number of program participants will be approved by the CRCD.

- A. **Rates:** In consideration of CONTRACTOR's fulfillment of promised work, the CRCD shall pay Contractor at a cost per day or half day, accepted and authorized by the CRCD and CAL FIRE and cannot be changed during the contract period except with an approved Change Order authorized by CRCD and CAL FIRE.
- B. **Expenses:** No Travel or other expenses will be reimbursed by the CRCD or CAL FIRE
- C. **Maximum Amount:** The maximum funding for contractual services for this phase of CALFIRE Wild Fire Prevention Grant 5GG21142 is \$150,000.00. Contractor must acknowledge and affirmatively indicate that they can provide such services within this amount, provided, however, that such amounts shall not be construed as guaranteed sums, and compensation will be based upon services actually rendered, expenses actually incurred, and approval from CRCD and CAL FIRE. If funds permit, CRCD may add additional properties for tree removal using the same guidelines found in this Request for Proposals and authorized by an executed Change Order.
- D. **Authorized Work:** Only those properties authorized by CRCD shall be invoiced by Contractor.

Section 4.03 Method of Payment

Invoices: All payments for compensation and reimbursement for expenses shall be made only upon presentation by Contractor to the CRCD of an itemized billing invoice containing appropriate charges outlined in the contract. In a format acceptable to the CRCD, which indicates, at a minimum, Contractor's name, address, Social Security or Taxpayer Identification number, itemization of the number of approved properties treated, acre and tonnage, a description of the tasks completed during the billing period, and the approved task rate and grant number. The properties treated must have approved applications by the appropriate CRCD personnel before the invoice is approved for payment.

Section 4.04 Nondiscrimination

The program and activities conducted under this agreement will be in compliance with the nondiscrimination provisions contained in Title VI and VII of the Civil Rights Act of 1964, as amended; the Civil Rights Restoration Act of 1987 (Public Law 100-259); and other nondiscrimination statutes: namely, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the American's with Disabilities Act of 1990.

They will also be in accordance with the regulations of the Secretary of Agriculture (7CFR-15 Subparts A & B), which provide that no person in the United States shall on the grounds of race, color, national origin, gender, religion, marital, or family status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance from the USDA or any agency thereof.

EXHIBIT A

TEMPLATE BID PROPOSAL (Due no later than September 14, 2023)

Contractor:

Address:

Email:

License Number:

PROJECT NAME: Eastern Madera Fire Prevention Assistance Program

Coarsegold Resource Conservation District

PO Box 1306

North Fork, California 93643

PH: 559 760 6019 (Director)

SUBMIT PROPOSAL AND REQUIRED ATTACHMENTS TO:

jon.cottington@crd.org

- (a) Contractor Summary:** (Include a brief history of your company including previous experience in dealing with similar projects. Also include the owners' names or those persons authorized to sign contracts for your business.)
- (b) Capabilities and Methodology:** Detail your company's capabilities in delivering the requests in this proposal. You should use this section to outline specifically your proposed method for achieving your goal. This should accurately reflect project managers' timeline of milestones for completing the project.
- (c) Staffing/Management:** List the managers or officers in charge of completing the project and a summary of their background.
- (d) Timeline:** Explain how you intend to ensure the project stays on schedule. Contractors are responsible for their own time management regarding project completion. List a tentative schedule for project execution and completion by the deadline of December 08, 2023.
- (e) Equipment and Expense Summary:** Detail the equipment necessities as well as their estimated cost. Give a summary of the itemized costs for your proposed contract.

(f) **Licensing and Bonding:** If applicable, include the details of your licenses and bonds for the services you are proposing. If possible, attach proof of your licenses and bonds.

(g) **Insurance:** Provide the details of insurance your company will provide for your staff and the project. Attach proof of insurance.

(h) **References:** Attach two references for similar projects completed. This is specific to project references. Please attach personal references separately.

<i>Cost Breakdown (Per Home/ Per Acre)</i>	<i>Total</i>
<i>Chip and Hauling:</i>	<i>\$0,000</i>
<i>Bucking and Limbing Hand Crew:</i>	<i>\$0,000</i>
<i>Class C Faller (if Necessary):</i>	<i>\$0,000</i>
<hr/>	
<i>Per Property Cost: \$0,000.00</i>	

(i) **PROJECT BID AMOUNT:** This bid should be all encompassing. The exact number of properties to be served should be clearly labeled. If chosen for contractual work, this dollar amount will reflect total cost, inclusive of **all** contractor expenses for completion of the project in accordance with scope and timeline.

\$ _____

Please attach:
Proof of Insurance
License(s)
Project References

Bid must be submitted by September 14, 2023, for consideration of project contract award.