

**REQUEST FOR PROPOSAL (RFP)**  
**FOR CEQA SURVEYS, TREATMENT PRESCRIPTION, and MAPPING**  
**CONTRACTED SERVICES TO**  
**CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT**  
**(CCRCD)**  
**TO ACCOMPLISH TASKS OF THE**  
**Project Name: Mokelumne Hill Fuel Reduction Project**  
**Grant: 5GG21172**

<b>FOR INFORMATION ABOUT THE PROJECT</b>	Gordon Long Project Manager Email: <a href="mailto:glong@calaverasrcd.org">glong@calaverasrcd.org</a> Cell (209) 791-0286
<b>RFP RELEASE DATE</b>	<b>February 22, 2023</b>
<b>PRE-BID TOUR</b>	<p>The Pre-Bid Tour is optional, however bidders are strongly encouraged to attend. The tour will start on March 1, 2023, at 9 am at the BLM Big Bar Day Use Area, along the Mokelumne River, along Highway 49. Contact Gordon Long: <a href="mailto:glong@calaverasrcd.org">glong@calaverasrcd.org</a> to RSVP for the tour. A tour of the Project Area will follow. The location is noted on the Pre-Bid Tour map included in this package.</p> <p>Questions received by the Project Manager before 5 pm March 3, 2023 will be answered and distributed to all bidders by email.</p>
<b>RFP CLOSING DATE</b>	<b>Proposals must be submitted electronically to CCRCD 's dedicated bid email @ <a href="mailto:proposals@calaverasrcd.org">proposals@calaverasrcd.org</a> by 11:59 pm on March 15, 2023.</b>
<b>CONTRACTOR SELECTION</b>	Project Contractor will be selected no later than March 20, 2023. All bidders will be notified by email of Contractor selection.
<b>PROJECT COMMENCEMENT DATE</b>	Work can begin after the contract has been executed, on a date agreed upon by CCRCD and contractor. Some facets of this contract are season-dependent, such as botanical and biological surveys.
<b>PROJECT COMPLETION DATE</b>	Tasks 1 & 2 must be completed by September 30, 2023. Task 3 may extend through 2025. All invoices to be submitted no later December 31, 2025.

# REQUEST FOR PROPOSALS (RFP)

## SECTION 1: ACTIVITIES AND TIMELINES

Activity	Date
Release of RFP	February 22, 2023
Pre-Bid Tour	March 1, 2023
Deadline for RFP responses	March 6, 2023
Deadline for Proposals	March 15, 2023
Selection Committee evaluates and ranks proposals	March 16-19, 2023
Notice of contract award	March 20, 2023
Contract executed (tentative)	March 22, 2023
Project Start Date (tentative)	March 22, 2023

## SECTION 2: PROJECT BACKGROUND AND OVERVIEW

In May 2022, the Calaveras County Resource Conservation District (CCRCD) submitted a grant application to CalFire. The grant was awarded in late 2022 and the contract and funding agreements have been executed. The overall project must be completed no later than March 15, 2026.

### PROJECT DESCRIPTION:

The Gold Rush era town of Mokelumne Hill, California sits precariously on the rim of the Mokelumne River canyon. Many residences and structures are multi-decades old and are noncompliant with current building code for fire protection. Historical buildings and site abound. State Highway 49 goes through Mokelumne Hill and meanders down the Mokelumne River canyon until it reaches the river at Big Bar. It continues north into Amador County. Highway 49 is the major thoroughfare for travel between north and south bound travelers in this portion of Calaveras and Amador counties. It is also the major evacuation route for residents on both sides of the canyon, depending on where the emergency exists. The Project Area includes properties on both sides of Highway 49 in the Mokelumne River canyon and extends to the town proper of Mokelumne Hill. Fire ignitions are relatively common along this section of Highway 49. Access along the Amador side of the Mokelumne River via Electra Road also adds to potential sites for ignitions and subsequent wildfires. The project area is characterized by heavy fuel loads, steep slopes, and numerous property owners.

Hardwood and brush mortality in this region, and specifically this project area is substantial. Live ladder fuels are also a major concern if a fire begins on the Project Area or nearby. This fuel load concern has been exacerbated by strong storms that impacted Calaveras County between December 2022 and January 2023. These heightened levels of dry and dense vegetation in a Wildland Urban Interface (WUI) setting in close proximity to the town of Mokelumne Hill Highway is the main reason this grant was

proposed and subsequently approved by CalFire for funding. This fuels reduction project will dramatically decrease the wildfire threat to historic Mokelumne Hill and surrounding communities, including many across the Mokelumne River in Amador County. This region of Calaveras County has historically been impacted by large wildfires, in recent times the Electra Fire of 2022 and the Butte Fire of 2015. This project's intent is to develop a defensible fuel break in the Mokelumne Canyon and lands approaching Mokelumne Hill. This project will develop a defensible fuel break of approximately 345 acres. Ignitions along Highway 49 and Electra Road will undoubtedly continue, but if this project can reduce significant fuel loads on this footprint, these ignitions will have significantly fewer flammable materials to allow them to turn into a major wildfire.

The Calaveras County Resource Conservation District (CCRCD) is seeking proposals from qualified individuals and/or companies to conduct work detailed in the SCOPE OF SERVICES. **The CCRCD will be the designated "lead agency" for the project.**

Most landowners have signed Right of Entry (ROE) forms. CCRCD is continually working at obtaining a complete list of footprint landowners that have signed ROE's. If landowners refuse to sign one of these ROE's surveys and field work cannot occur on those properties.

Project boundaries have been established via GIS/GPS software. Parcel number, size and ownership obtained through ParcelQuest software.

### SECTION 3: SCOPE OF SERVICES AND PROPOSED SCHEDULE

It is the intent of these specifications, terms, and conditions to describe the services sought by the Calaveras County Resource Conservation District. The CCRCD intends to award contract to the Proposer who best meet the CCRCD's requirements. Proposals will be evaluated for "best value" not necessarily "lowest price".

CCRCD has identified three tasks to be addressed in response to this RFP:

**TASK 1: CEQA Process** – Contractor will execute all required steps in the California Environmental Quality Act (CEQA) process:

- Determine CEQA document required, dependent upon results of field studies and research, i.e. Notice of Exemption (NOE), Negative Declaration (ND), Mitigated Negative Declaration (MND), etc.
- Field surveys as required:
  - Pre-survey database searches for regulated species known to occur within 3 miles of the project area.
  - Archeological/historical site identifications, and subsequent required protection measures
  - Site surveys for habitat and presence of regulated wildlife and botanical species that may occur in the project areas
  - Classification and descriptions (CA Forest Practices Act, current forest practice rules) of all wetlands and stream courses in the project area
- Initial Study (if NOE is not used)

- Required consultations with responsible and trustee agencies.
- Notice of Intent
- Public and Agency Review and Comment
- If no significant impacts, adopt a Negative Declaration or, if mitigation is required to reduce an impact, a Mitigate Negative Declaration
- If impacts may be significant, prepare an Environmental Impact Report
- All required surveys and reports (biological, botanical, wetland/stream, archeological)
- CEQA Reports and Documents
  - Development of a CEQA document that includes a full assessment of natural resources including silviculture, archeology, biology, soils, air quality, hydrology, and aesthetics for the California State Clearinghouse notice.

## TASK 2: Mapping

Contractor will develop detailed maps of treatment units. The maps that accompany this RFP define the project footprint. Buffer zones for avoidance regions will be plotted on maps, and acreages of these avoidance buffers will be established. These maps need to be geo-referenced and supported by the Avenza application.

Mapping will take into consideration up to two (2) treatment types: 1. Machine mastication and 2. Handwork in critical areas. Mapping will be based on the treatment prescriptions developed within this contract (Task 3). The resultant maps will clearly define sizes, shapes, and locations of work areas to be treated and any required avoidance or buffer zones. Seasonal restrictions need to be taken into consideration, expediting the completion of the project.

Details of these maps will include:

- Access points for heavy machinery
- Traffic control areas
- Watercourses & buffers
- Protected species & buffers
- Archeological sites & buffers

Maps will be provided in an electronic format that includes GIS compatible shape files and Geospatial PDF files for use with Avenza that can be easily accessed and utilized by field contractors and project staff.

## TASK 3: Treatment Prescription

A Registered Profession Forester (RPF) is required to design, write, and review fuel hazard reduction, vegetation reduction, and/or removal treatment practices, as defined in PRC §753, that meet the conditions of the California Forest Practices Act and other applicable regulations.

The prescriptions will describe how to effectively remove or redistribute standing vegetation, as well as dead and down material, while spacing the residual overstory to create stand conditions that will serve to impede the movement of a wildfire and provide a strategic location from which to stop the advance of a ground fire.

The RFP will be required to make a minimum of two (2) site visits during and following ground operations to determine if the prescription is properly implemented. Additional visits may be negotiated by CCRCD.

**Proposed Schedule:** CCRCD intends to have a CEQA/RFP contractor selected and contract executed no later than March 2023. The goal is to have all tasks (minus periodic site visits) completed by June 30, 2023. Botanical surveys need to be accomplished during Spring flowering season. This would allow potential field mastication to occur soon thereafter. The contract issued for this work will terminate on March 15, 2026.

## SECTION 4: PROPOSAL PACKAGE REQUIREMENTS

### PROPOSAL FORMAT

Proposals are to be straightforward, clear, concise, and responsive to the information requested. For proposals to be considered complete, proposers must provide all requested information.

Each proposer must submit one original proposal in electronic format (Adobe pdf is preferred) via email to [proposals@calaverasrcd.org](mailto:proposals@calaverasrcd.org), no later than 11:59 pm March 15, 2023.

#### A. PROPOSAL ELEMENTS

**1. Cover Sheet** to include:

Title of Proposal  
Name and address of company  
Contact person, phone, and email address

**2. Qualifications and Experience**

Provide an overview of your experience with similar projects and comparable work. Describe your experience coordinating with project managers, state agencies, and lead agencies. Include information pertaining to licenses, permits, etc.

**3. References**

Include at least three references who can speak to your past performance and capability on similar projects, including at least one reference who has worked with you within the last 18 months.

**4. Approach**

Describe your approach to providing the Scope of Services described in the RFP in a high quality, cost-effective, environmentally sound manner that will meet the CCRCD's proposed schedule. Demonstrate a thorough conceptual and technical understanding of the purpose and scope of the project. If planning to contract out for any services in the Scope of Services, identify which items and subcontractors.

**5. Staff to be Assigned**

Provide a staff organization chart or list and identify the qualifications, roles, and responsibilities to be fulfilled by each staff member or subcontractor.

## 6. Bid Presentation

Bids shall reflect costs for the project broken down by task. CCRCD intends to award only one contract, so bidders must be able to provide solutions for all three tasks. If it is the bidder's intention to subcontract for some services, note that in your bid and identify subcontractors.

Bids for each deliverable task are to be entered in the table on page 13.

## SECTION 5—BID EVALUATION CRITERIA AND SCORING

The CCRCD shall name, for the purpose of evaluating the proposals for this RFP, a Selection Committee composed of representatives from the CCRCD. The CCRCD reserves the right to include as part of the Selection Committee qualified representatives from other agencies or entities.

The proposer is cautioned that it is the proposer's sole responsibility to submit information related to the evaluation categories and the CCRCD is under no obligation to solicit such information if it is not included with the proposal. Failure of the individual or firm to submit such information may cause an adverse impact on the evaluation of the proposal. A Selection Committee shall be responsible for performing the evaluations of each proposal based on the following criteria:

1.	Completeness of Proposal	Pass/Fail
2.	All Required Licensing and Certifications	Pass/Fail
3.	Approach	30 points
4.	Qualifications and Experience	30 points
5.	Attendance to Bid Tour	5 Points
6.	Cost	30 points
7.	Local Workforce – bidders with primary business addresses in the counties of Tuolumne, Amador, Calaveras, or Mariposa will be awarded 5 points.	5 points
	Total	100 Points

Bidder must receive a "Pass" grade for items 1 and 2 above to be considered for contract award.

## SECTION 6: CONTRACT AWARD

The contract award will be issued to the successful bidder based on best value, not necessarily based on strictly the lowest bid. One award will be made to the qualified proposer whose proposal will be the most advantageous to the CCRCD, with price and all other factors considered.

If the CCRCD cannot successfully negotiate a contract with the highest ranked proposer, the CCRCD will terminate negotiations and begin negotiations with the next highest ranked proposer.

Proposers will receive emailed Award/Non-Award notification(s) which will include the name of the proposer to be awarded this contract.

The CCRCD reserves the right to negotiate modifications or revisions to any awarded contract.

Proposers are advised that the CCRCD reserves the right to reject any or all proposals.

## SECTION 7: OTHER REQUIREMENTS

In order to contract with the CCRCD, a proposer must meet the following requirements:

- Make available to the CCRCD its federal Tax Identification Number (TIN) or Social Security Number (SSN)
- Comply with all Federal, State and local rules, regulations and policies, including but not limited to insurance coverage to include worker's compensation, general liability, auto liability and professional liability, unless waived by the CCRCD

The Contractor shall provide at its own expense and maintain at all times the following insurance with insurance companies licensed in the State of California and shall provide evidence of such insurance to the CCRCD. The Contractor's insurance policies shall be placed with insurer(s) with acceptable Best's rating of A. The Contractor shall provide notice to the CCRCD by registered mail thirty (30) days prior to cancellation or material change for all the following stated insurance policies:

- **Workers/Compensation Coverage** – Worker's Compensation Insurance and Employer's Liability Insurance for employees in accordance with the laws of the State of California (including requiring any authorized subcontractor to obtain such insurance for its employees). This coverage is unnecessary if Contractor employs no staff.
- **General Liability Coverage** – Commercial general liability insurance with a minimum liability limit per occurrence of not less than one million dollars (\$1,000,000) per occurrence and not less than two million dollars (\$2,000,000) aggregate. If a commercial general liability insurance form or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed in this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Coverage shall be included for premises, operations, and broad form contractual.
- **Automobile Liability Insurance** -- with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and \$100,000 for property damage. This insurance shall cover for bodily injury and property damage, owned, hired, and non-owned vehicles.
- Meet the requirements for audit of its expenditures if required in the above documents.

### A. Non-Discrimination

The Contractor selected through this RFP shall provide services without discrimination based on race, creed, color, ethnic or linguistic identification, gender or sexual preference, disability or handicap or any other basis prohibited by law.

### B. Protest/Appeal Process

The following procedure is provided in the event a proposer wishes to protest the CCRCD evaluation and selection process or appeal the recommendation to award a contract for this contract award once the Notices of Award/No-Award have been issued.

Any protest must be submitted in writing to:

CCRCD  
Attention: Gordon Long, Project Manager  
PO Box 1041  
San Andreas, CA, CA 95249

The protest must be submitted or postmarked before 6:00 p.m. on the 10th calendar day following the date of the Notice of Award.

The protest must contain a complete statement of the basis for the protest. The protest must include the name, address, telephone number and e-mail address of the person representing the protesting party.

The procedure and time limits are mandatory and are the proposer's sole and exclusive remedy in the event of a bid protest.

Proposer's failure to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a claim or legal proceedings.

Informal Response: Within ten (10) calendar days of receiving a timely written protest/appeal, the CCRCD will contact the protesting party and provide an opportunity to settle the protest/appeal by mutual agreement.

Formal Response: Within ten (10) calendar days following contact with the protesting party for informal resolution, the CCRCD will provide a written response to the protesting party. This written response shall be considered the final decision of the CCRCD.

#### **C. Public Records Access**

Proposers should be aware that submitted proposals are subject to the California Public Records Act and may be disclosed to members of the public upon request. ***It is the responsibility of the proposers to clearly identify information in their proposals that they consider to be confidential under the California Public Records Act.*** To the extent that the CCRCD agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.

All information regarding the proposals will be held as confidential until such time as the Selection Committee has completed its evaluation and, or if, contract negotiations are completed.



## SECTION 8: COST PROPOSAL

It is the intent of CCRCD to award only one contract for this work. If your bid includes work to be performed by subcontractors, identify the tasks and subcontractors below.

MANDATORY TASKS	BIDS
TASK 1: CEQA PROCESS	\$
TASK 2: MAPPING	\$
TASK 3: TREATMENT PRESCRIPTION	\$
<b>TOTAL BID:</b>	<b>\$</b>

If the above bids assume use of subcontractors, please provide information below:

PROPOSED USE OF SUBCONTRACTORS
TASK 1: CEQA PROCESS
Subcontractor: What aspects of this task will subcontractor be responsible for? Have you worked with this subcontractor before? If so, provide details.
TASK 2: MAPPING
Subcontractor: What aspects of this task will subcontractor be responsible for? Have you worked with this subcontractor before? If so, provide details.
TASK 3: TREATMENT PRESCRIPTION DEVELOPMENT BY AN RPF
Subcontractor: What aspects of this task will subcontractor be responsible for? Have you worked with this subcontractor before? If so, provide details.

### ADDENDUMS

- Project maps