



REQUEST FOR PROPOSAL (RFP)  
 FOR REGISTERED PROFESSIONAL FORESTER  
 CONTRACTED SERVICES TO  
 CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT (CCRC) TO ACCOMPLISH TASKS OF THE  
 PINE RIDGE SUMMIT LEVEL FUELBREAK PROJECT  
 SIERRA NEVADA CONSERVANCY GRANT AGREEMENT NO. 1284

FOR INFORMATION ABOUT THE PROJECT	Name: Kaylee Dillashaw, Project Manager Email: <a href="mailto:kdillashaw@calaverasrcd.org">kdillashaw@calaverasrcd.org</a> , <a href="mailto:proposals@calaverasrcd.org">proposals@calaverasrcd.org</a> Phone: (209) 768-1603
RFP RELEASE DATE	November 7, 2022
PRE-BID TOUR	<p>The Pre-Bid Tour is optional; however, bidders are strongly encouraged to attend and are awarded points in the scoring process. The tour will take place on <u>November 17, 2022 at 9am</u>. RSVP for the tour is required. Please contact Kaylee Dillashaw at <a href="mailto:proposals@calaverasrcd.org">proposals@calaverasrcd.org</a> to RSVP for the tour. Meeting location is at 10880 Swiss Ranch Rd. Mountain Ranch, CA 95246. This location is noted on the Pre-Bid tour map included in this package.</p> <p>This RFP package has one attachment.</p> <p>Questions received by the Project Manager before November 20, 2022 will be answered and distributed to all bidders by email after 5:00 p.m. on <b>November 22, 2022</b>.</p>
RFP CLOSING DATE	Proposals must be submitted electronically to the dedicated CCRC proposals email @ <a href="mailto:proposals@calaverasrcd.org">proposals@calaverasrcd.org</a> by November 25, 2022.
CONTRACTOR SELECTION	Project Contractor(s) will be selected no later than December 6, 2022. <b>All bidders will be notified by email of Contractor selection.</b>
PROJECT COMMENCEMENT DATE	Immediately upon execution of the contract
PROJECT COMPLETION DATE	October 31, 2024 or upon completion of the work plan and final sign off by SNC



## PROJECT OVERVIEW

The Calaveras County Resource Conservation District (CCRCD) has received funding from - Sierra Nevada Conservancy (GRANTOR).

### **The Project Description:**

In October 2021, the Calaveras County Resource Conservation District (CCRCD) submitted a grant application to Sierra Nevada Conservancy's Forest and Watershed Health Program. It was approved for funding by the SNC and the agreement was executed April 15, 2022.

The purpose of this project is to improve the 2015 Butte Fire contingency line into a permanent fuel break extending 6 miles in length and totaling 144 acres. From the west, the FB starts near Rail Road Flat Road at the Calaveras Reservoir (aka McCarty Reservoir/Red Hawk Lake), elevation 2,700 feet, and climbs six miles easternly to Summit Level Road, elevation, 4,000 feet, terminating at USFS and SPI lands. A project map can be found as an attachment to this proposal. The entire project is on private land.

This project was prioritized by the Calaveras Fuels Reduction Collaborative as the first step in the development of the Central Calaveras Fire Defense System that will eventually connect with the Highway 26 Fire Defense System on the north and the Highway 4 Defense System on the south. It is an integral piece in connecting the northern and southern Calaveras County fire defense systems and will dedicate the contingency line into a permanent, shaded fuelbreak.

The CCRCD is seeking proposals from Registered Professional Foresters to conduct work detailed in the SCOPE OF SERVICES. All of the necessary steps for CEQA have been completed through CAL FIRE as lead agency.



## I. ACTIVITIES AND TIMELINE

Activity	Date
Release of RFP	November 7, 2022
Pre-Bid Tour	November 17, 2022
Deadline for RFP responses	November 25, 2022
Review Committee evaluates proposals	November 25-December 5, 2022
Contract Award by Committee	December 5, 2022
Notice of contract award	December 6, 2022
Contract executed	December 7-21, 2022
Project start date	Immediately upon execution of agreement

## II. GRANT BACKGROUND & RESPONSIBILITIES

**GRANTOR:** The project is funded by Sierra Nevada Conservancy. Grantor may conduct inspections of the project area periodically upon invoice submittals. Invoice submittals and expected payments to contractor are dependent upon Grantor guidelines and procedures. Lag time between invoice submittal and payment is dependent upon the grantor.

**Please note, pre-treatment acreages are estimated based on GIS; final determination of treated acres will be made by Grantor based on actual on-the-ground measurement during certification inspections. Invoices can be submitted as needed, but no more frequently than every two weeks. Contractor’s invoices will be paid upon the CCRCD’s receipt of the funds from Grantor. CCRCD will not be responsible for delays in receiving funds from Grantor.**

**GRANT POOL:** SNC Forest and Watershed Health Program

**GRANTEE: CCRCD.** The CCRCD submitted this grant to GRANTOR and was awarded this grant. As the grantee, CCRCD is responsible for financial management and reporting requirements as specified in the executed contract with the grantor. CCRCD is the only entity authorized to enter into or terminate this contract, modify any term or condition of this contract, waive any requirement of this contract, or



accept nonconforming work. CCRCD has assigned Kaylee Dillashaw as Project Manager, and additional staff/contractors, for on-site technical monitoring of the Contractor's performance and deliverables. CCRCD will execute the contract with the selected contractor. CCRCD will submit contractor invoices to Grantor for payment and in turn process payment to the contractor.

**PROJECT MANAGER.** The Project Manager is an employee with the CCRCD and will serve as the lead contact for the Project, including relations with the contractor(s), Registered Professional Forester (RPF), landowners, the CCRCD, and additional staff.

### III. PROJECT GOALS & OBJECTIVES

The primary goals of this Project include:

Minimize the fire threat to life, property, and resources in the project area by improving the 2015 Butte Fire contingency line into a permanent fuel break extending 6 miles in length and totaling 144 acres.

The primary objectives of this Project include:

Create a shaded fuel break across the project area to:

- 1) Reduce the risk of fire ignition, slow fire spread and minimize fire intensity by removing dense surface and ladder fuels, decreasing stem and crown density, and retaining large, fire-resistant trees.
- 2) Begin the process of connecting the Highway 26 Fire Defense System on the north and the Highway 4 Defense System on the south.

### IV. SCOPE OF SERVICES

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

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



## 1. Silviculture

- RPF will ensure the following of approved treatment prescriptions.
- RPF will work in accordance with the ERRF.
- RPF will work with Project Manager to review the site map, prescriptions, and operational approach with each parcel owner and with the Contractor.
- RPF will assure that georeferenced PDF files depicting the above features will be available to Contractor(s) during project implementation.

## 2. Oversight of Field Work

- RPF will conduct site visits during active project operations to ensure the fuels reduction contractor adheres to resource protection and compliance to prescriptions, contract specifications, and government regulations.
- RPF may assign an RPF Designee as applicable.



## V. BID EVALUATION CRITERIA & SCORING

The contract award will be issued to the Contractor 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 CCRCDD, with price and all other factors considered. The proposer is cautioned that it is the proposer’s sole responsibility to submit information related to the evaluation categories and the CCRCDD 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	Required Insurance/Licenses	Pass/Fail
3	Qualifications & Experience & Workability	30 points
4	Approach/Strategy	30 points
5	Cost	30 points
6	Attendance to Pre-Bid Tour	5 points
7	Local Benefit	5 points
	Total	100 points

**Pass/Fail Line Items:** Items in rows 1 - 2 above must receive a “pass” score to be considered for contract award.

**Completeness of Proposal:** Bid must adequately describe all items listed in rows 3-5 above.

**Insurance:**

- 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). Independent contractors who have no employees and are licensed and/or certified within the state of California are exempt from this.
- General Liability Coverage** – Commercial general liability insurance with a minimum liability limit not less than \$2,000,000 for personal injury and property damages per occurrence)



3. **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 all vehicles including hired cars, owned and non-owned vehicles

Selected Contractor(s) shall add CCRCDC to said insurance policies named as “additionally insured” and provide CCRCDC with proof of insurance certificates for all insurance policies prior to implementation of the contract and throughout the full duration of the Agreement.

### **Qualifications & Experience:**

Please Provide:

- Contractor name
- Relevant license(s) held
- Insurance Policies: See Section Above
- A brief overview of your experience with similar projects and comparable work. Describe your experience coordinating with project managers, state agencies, and lead agencies.
- A description of your most recent jobs that included mastication/chipping of trees and brush, including the date that each contract was executed, the date the contract was closed, and the acreage treated.
- Provide a minimum of three references with at least one being within the last 18 months.

### **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 CCRCDC’s proposed schedule. Demonstrate a thorough conceptual and technical understanding of the purpose and scope of the project.

Provide a staff organization chart or list and identify the qualifications, roles, and responsibilities to be fulfilled by each individual working on the project. If planning to contract out for any services in the Scope of Services, identify which items and subcontractors.



**Cost:** Provide project costs broken down by Tasks:

- Silviculture
- Oversight of Field Work

**Local Benefit:** In the interest of supporting local business, 5 points will be given to contractors based in Calaveras, Tuolumne, Amador, and Alpine Counties.

### **AWARD PROCESS**

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

### **OTHER REQUIREMENTS**

**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 CCRCDC agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.

**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.

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





## **PROTEST/APPEAL PROCESS**

The following procedure is provided in the event a proposer wishes to protest the CCRCDD 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:  
CCRCDD  
Attention: 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 CCRCDD 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 CCRCDD will provide a written response to the protesting party. This written response shall be considered the final decision of the CCRCDD.