

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: NW Calaveras Fuel Reduction Project
Grant: 5GA22228

FOR INFORMATION ABOUT THE PROJECT	Trina Walley, Executive Director Email: twalley@calaverasrcd.org Cell (209) 226-0039
RFP RELEASE DATE	February 7, 2024
PRE-BID TOUR	The tour will start on Friday, February 23, 2024, at 9 a.m. Location to be determined and will be sent to all who RSVP. The pre-bid tour attendance is mandatory – RSVP to proposals@calaverasrcd.org . Questions received before 5 pm February 26, 2024 will be answered and distributed to all bidders by email.
RFP CLOSING DATE	Proposals must be submitted electronically to CCRCD 's dedicated bid email @ proposals@calaverasrcd.org by 11:59 pm on March 7, 2024.
CONTRACTOR SELECTION	Project Contractor will be selected no later than March 11, 2024. All bidders will be notified by email of Contractor selection by March 15, 2024.
PROJECT COMMENCEMENT DATE	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.
PROJECT COMPLETION DATE	Tasks 1 & 2 must be completed by September 30, 2024. Task 3 may extend through 2026. All invoices to be submitted no later December 31, 2026.

REQUEST FOR PROPOSALS (RFP)

SECTION 1: ACTIVITIES AND TIMELINES

Activity	Date
Release of RFP	February 7, 2024
Pre-Bid Tour	February 23, 2024
Deadline for RFP Questions	February 26, 2024
Deadline for Proposals	March 7, 2024
Selection Committee evaluates and ranks proposals	March 11, 2024
Notice of contract award	March 15, 2023
Contract executed (tentative)	March 22, 2024
Project Start Date (tentative)	March 22, 2024

SECTION 2: PROJECT BACKGROUND AND OVERVIEW

In March 2023, the Calaveras County Resource Conservation District (CCRCD) submitted a grant application to CalFire. The grant was awarded December 2023 and the contract and funding agreements have been executed. The overall project must be completed no later than March 15, 2029.

PROJECT DESCRIPTION:

The northwestern portion of Calaveras County, in a large part, has become a bedroom community for eastern San Joaquin and Stanislaus County. Large residential communities have sprung up in these foothill habitats, beginning in the late 1970's and early 1980's. The hilly topography gives desired relief to the layout of residential subdivisions that have been broken up into .25 to 1.5-acre house lots. According to fire statistics in Calaveras County, more ignitions and fires happen in this section of County than any other. This statistic is alarming. This project would actively treat 470 acres (TIZ) within a 3,080 acre footprint. On this 3,000+ acre footprint, it is planned to accomplish a CEQA ERRF document so that future grants can utilize this information, which will streamline the environmental compliance process. The 470 acres of treatment area is characterized by a mixed chaparral habitat (MCH habitat type, identified by the California Wildlife Habitat Relationship- "CWHR" system), dominated by buckbrush ceonothus, toyon, and chamise. The overstory is predominantly blue oak. Since fires are stopped as soon as possible in this area, many stands of chaparral that is targeted in this proposal are decadent, and in need of treatment, preferably without the influence of fire. Mixed chaparral in California is a fire adapted community. Fire is a natural process within this regime. Adjacent to the TIZ and a part of the Project Influence Zone (PIZ) is the subdivision Rancho Calaveras, which has 1,937 households and a population (according to 2010 Census) of 5,316 persons.

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.**

Right of Entry (ROE) forms are being collected. 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 RPF 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/RPF contractor selected and contract executed no later than March 2024. The goal is to have all tasks (minus periodic site visits) completed by June 30, 2024. 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, 2029.

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, no later than 11:59 pm March 7, 2024.

A. PROPOSAL ELEMENTS

1. Cover Sheet to include:

- Title of Proposal
- Name and address of company
- Contact person, phone, and email address
- RPF License Number

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 9.

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.	Attendance to Bid Tour	Pass/Fail
4.	Approach	35 points
5.	Qualifications and Experience	30 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 - 3 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: Trina Walley, Executive Director
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	\$
TOTAL BID:	\$

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

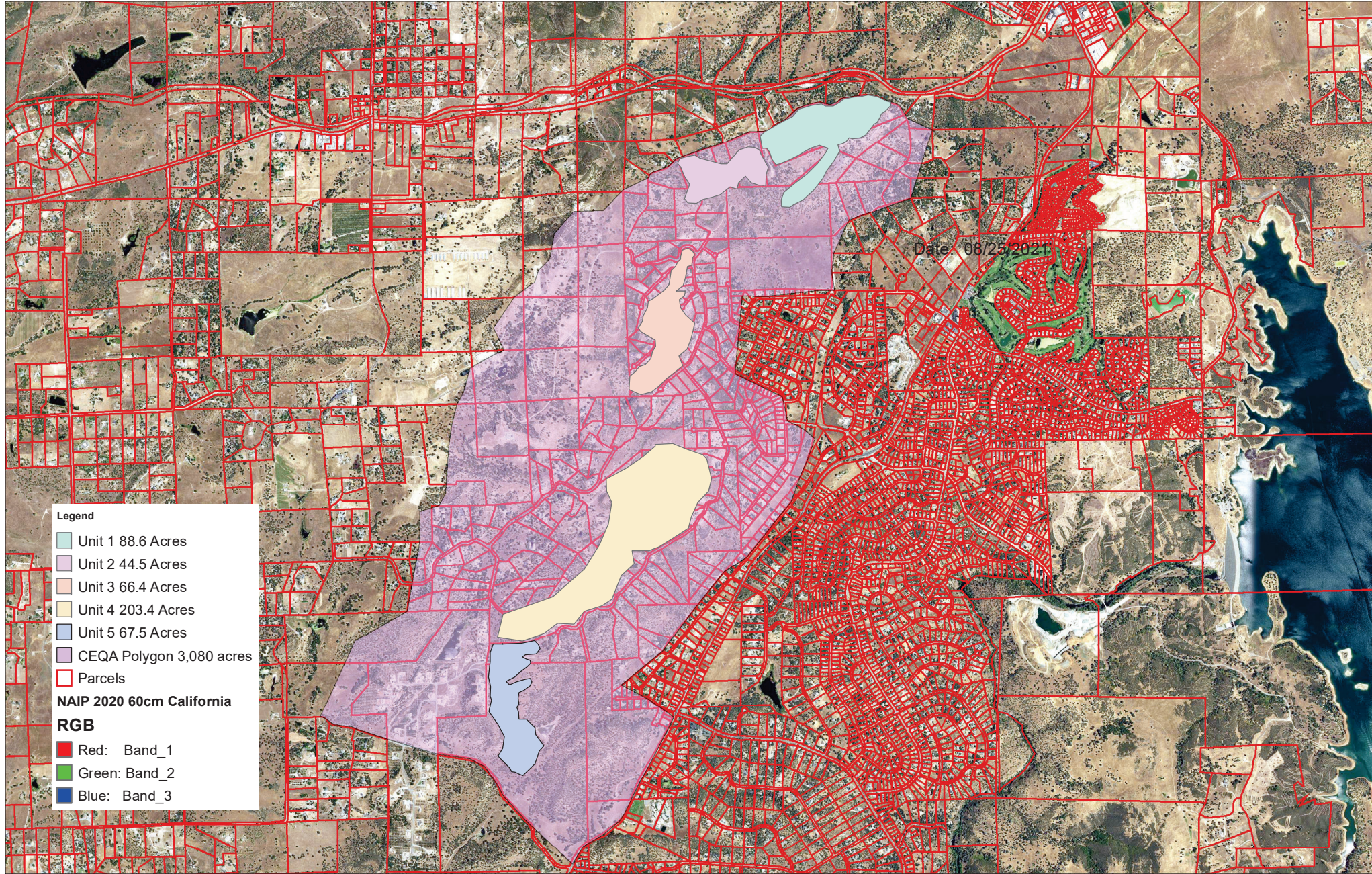
PROPOSED USE OF SUBCONTRACTORS
TASK 1: CEQA PROCESS
Subcontractor: What aspects of this task will subcontractor be responsible for? Have you worked with this subcontractor before? If so, provide details.
TASK 2: MAPPING
Subcontractor: What aspects of this task will subcontractor be responsible for? Have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

CEQA Acres 3,080 acres
Treatment Acres over 5 Units: 470 acres

Northwest Calaveras Fuels Reduction Project CALFIRE Grant Application: 22-WP-TCU-48233314



- Legend**
- Unit 1 88.6 Acres
 - Unit 2 44.5 Acres
 - Unit 3 66.4 Acres
 - Unit 4 203.4 Acres
 - Unit 5 67.5 Acres
 - CEQA Polygon 3,080 acres
 - Parcels
- NAIP 2020 60cm California
RGB**
- Red: Band_1
 - Green: Band_2
 - Blue: Band_3

Approx Scale 1:40000
when printed on 8-1/2 x 11 paper

