



# El Dorado County Fire Safe Council

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"Public and Private Partners Working Together to Protect People, Homes, and Natural Resources"

## REQUEST FOR PROPOSAL FOR CONTRACTING SERVICES TO THE EL DORADO COUNTY FIRE SAFE COUNCIL

RELEASE DATE: **March 1, 2019**

CLOSING DATE: **Proposals must be received by mail, or emailed by 5:00 pm, to the EDCFSC at the address or email below no later than **March 22, 2019****

### CONTACTS:

Jodi Martin, Program Manager or Roger Dwyer, Chairperson  
EDC Fire Safe Council  
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### INTRODUCTION

The El Dorado County Fire Safe Council (EDCFSC) has received 2019 funding for Defensible Space (DS) assistance for qualified Senior / Veteran residents, on the western slope of El Dorado County. One or more qualified businesses will be contracted to conduct limited residential DS fuels reduction. The funding, between \$6,000 and \$9,000, is available for contracted services, with a maximum of \$600 per parcel until the funding runs out.

To ensure that all applicants are receiving the same information there will be one bidders meeting. Questions pertaining to this RFP or about the program will only be answered at this public meeting. The meeting is scheduled for 10:00 am **March 15, 2019** at Rescue FPD Station 83, 5221 Deer Valley Road, Rescue, CA 95672

### BACKGROUND

The EDCFSC has managed the Senior / Veteran DS assistance program since 2015. This program will assist the residents of El Dorado County in obtaining compliance with California Public Resources Code 4291. A licensed contractor will perform the work designated on the EDCFSC Residential Clearance Evaluation form. The purpose of the work is primarily to create DS around the first 30 feet of a home; whereby, in some cases this assistance will not meet the

state clearance requirements for a DS distance of 100 feet of a house. The contractor will rake, weed-eat, prune, remove brush & sapling trees and limb ladder fuel from trees from around homes. They will not clean roofs or gutters. Trees recommended for removal are the homeowner's responsibility.

## **PROPOSAL**

The EDCFSC has received funding for the 2018 Senior / Veteran Defensible Space Assistance Program for the residents on the western slope of El Dorado County. One or more licensed and insured contractors with vegetation clearing capability will be hired to conduct these services for residential fuels reduction on the western slope of El Dorado County. This Request for Proposal (RFP) is to contract with qualified businesses capable of providing residential vegetation clearance services to the citizens of the western slope of El Dorado County.

The Senior / Veteran Assistance Program operates in the following manner;

1. The resident completes the "Request for Senior / Veteran Defensible Space Assistance" form at the EDCFSC website [www.edcfiresafe.org](http://www.edcfiresafe.org).
2. EDCFSC receives the website application submissions and forwards them to the EDCFSC Defensible Space Program Coordinator.
3. EDCFSC DS program coordinator reviews the applications and performs an onsite evaluation of the property by filling out a Residential Clearance Evaluation form.
4. The DS coordinator contacts the contractor concerning availability and schedules the residential clearance work to be performed as identified on the Residential Clearance Evaluation form.
5. The contractor dispatches their crew to complete the work. Work must be completed two weeks from being assigned the job.
6. The crew records the travel time to the job site and actual work time on the job "ticket" along with green waste hauling mileage and dump fees if applicable.
7. The contractor submits the completed job information and photographs to the EDCFSC DS coordinator.
8. The DS coordinator reviews the invoices and authorizes payment.
9. The payment will be made within 30 days from the receipt of the invoice.
10. Contractors are only required to do the work as identified on the residential clearance evaluation. If any issues arise in the performance of the work, contractor will contact the DS coordinator.
11. The EDCFSC DS coordinator will maintain a database for project and resource management purposes. This database will include applications, Residential Clearance Evaluation forms with comments, photographs, job/work order status, job/work completion data and invoice copy.

## **RESPONSIBILITIES / SCOPE OF WORK**

The Residential Clearance DS Contractors will be responsible for one or more of the following tasks assigned:

1. Assist in creating defensible space around residences per the California Public Resources Code 4291 as described on the EDCFSC Residential Clearance Evaluation form;
2. Remove all dry, flammable vegetation, such as branches, bark chunks, weeds, dead grasses, within a minimum 30 feet and up to 100 feet of structure or to property line;
3. Remove vegetation limbs and small trees up to 7 inches in diameter from around ground level porches and decks (ladder fuels threatening porches and decks);
4. Remove all dry flammable vegetation within 10 feet of propane tank, excluding trees over 7 inches diameter at breast height (DBH) (CA Fire Code 3807.3);
5. Limb all trees a minimum of 6 feet height off the ground, or leave 1/3 live crown ratio. Remove dead trees up to 7-inch DBH within 30 feet of the structure;
6. Make road and driveway accessible for emergency equipment by removing vegetation both vertically and horizontally. Fifteen (15) foot clearance is desired;
7. Reduce the Fuel Zone by creating separation between brush and trees as written in the EDCFSC Residential Clearance Evaluation form comments;
8. Access to computers, internet, phones, tools, vehicle and personnel safety equipment and adequate and appropriate personnel to fully implement the service efficiently and safely;
9. Remove DS green waste material and forest litter from the resident's property;
10. Complete the work within two weeks after the DS coordinator assigns them a job;
11. Take at least three (3) pre-photos of the job before starting the residential DS clearance service;
12. Take at least three (3) post-photos of the job (depicting the same locations as in pre-photos) of the completed work. All photos will be identified by the Job Number;
13. Document field personnel date of DS service, number of crew members, job start times, end times, time required to complete the job, and green waste hauling drive time, mileage and dump fee if authorized by the DS coordinator;
14. Contractors will arrive at the work site as scheduled. If there is a scheduling delay beyond the week service is scheduled, Contractor will notify the DS coordinator to advise resident of the new timeline;
15. Report to the DS coordinator should any issues arise in the performance of their services, to include notifying the DS coordinator when requests for service by the resident participant go beyond the scope of the project;

## **QUALIFICATIONS AND SELECTION CRITERIA**

The EDCFSC Board of Directors will review the proposals and make the contractors selection based on the following criteria:

- Contractor's responsiveness in addressing the "Responsibilities / Scope of Work" and preparing a proposal responsive to the Request for Proposal. All tasks and proposal format questions must be answered for your proposal to be considered.
- Proposed hourly crew and equipment cost. Cost is the most heavily weighted criteria.
- Contractor's equipment must be capable of creating DS per guidelines outlined in EDCFSC Residential Clearance Evaluation form.
- Contractor's experience in fire prevention practices (CPRC 4291), fuel load reduction, and access to DS development equipment.
- Contractor must possess all current and appropriate insurances, California drivers' licenses and business license. The insurance must include public liability, property damage, and workers compensation.
- Should a contractor utilize chippers in performance of work under this agreement, California Air Resources Board requirements must be met. As a requirement of the California Air Resources Board (CARB) Statewide Portable Equipment Registration Program, all chippers used must be permitted through CARB. If contractors do not currently have a Statewide Portable Equipment Permit, then the contractors are required to submit proof of starting the process by submitting a copy of the letter of Completion from CARB within 30 days of being awarded the contract. If the chipper engine is 50 brake horsepower or less, it is exempt from the permitting process. For questions regarding attaining a CARB Statewide Portable Equipment Registration Permit, please call CARB at (916) 874-4884, or El Dorado County Air Quality Management District at (530) 621-6662.
- Priority consideration will be given to small businesses based in El Dorado County.
- Minority and women owned businesses are encouraged to apply.

## **EVALUATION**

Members of the EDCFSC will evaluate the proposals. Notification of Contractors' selection will be made on **March 30, 2019**.

## **AVAILABLE FUNDS**

Funding available for contract(s) awarded under this program is between \$6,000.00 and \$9,000.00. Additional funding may become available to extend the program into 2020. It is anticipated that two contractors will be selected and the work will be divided geographically north of Highway 50 and south of Highway 50 and their ability to complete the work within a two week schedule following work assignments.

EDCFSC will pay Contractors directly within 30 days following the receipt of the invoice.

## **PROPOSAL FORMAT**

A qualifying proposal must address the following items:

1. Letter of Interest with a statement that the contractor will perform the services outlined in this RFP and including:
  - a. Title of Proposal
  - b. Name and Address of contracting company
  - c. Contact person, telephone and fax numbers, and email
2. Understanding of the Project: The contractors shall provide a brief response that demonstrates an understanding of project and their knowledge of the California Public Resources Code 4291. The contractor shall briefly outline how their proposal will be responsive to the “Scope of Work.”
3. Qualifications of Key Personnel: The contractor shall provide the names of the key people who will be working for the contractor, their role in the project and a synopsis of their experience relevant to these roles. The EDCFSC requires there must be at least two people on site at all times during the use of a chipper. State if contractor plans to use chippers in completion of work under this agreement.
4. Previous Experience: Please list all relevant work performed for the past 5 years.
5. Business License: Please submit a copy of your current business license.
6. Drivers Licenses: Please provide the list of personnel operating motor vehicles and their DL classifications and endorsements.
7. Proof of Insurance: Please provide proof of automobile, commercial general liability insurance and Workman’s Compensation coverage.
8. Cost proposal:
  - a. The contractors shall provide a proposal based on an hourly rate for equipment and crew. This rate should include overhead and administrative costs.
  - b. As part of their proposal, contractors shall include a cost for driving time if different from standard hourly rate quoted for “a” above.
  - c. Additionally, contractors shall provide a proposal for green waste hauling driving time, mileage and dump fees if different from standard hourly rate quoted for “a” above and when such work is authorized by the DS coordinator.
9. Communication: The majority of communication will be done via email; however, there may be a need to be available during normal business hours and job site visits may occur at times to ensure work quality. Indicate contact cell phone and office phone numbers.
10. Computer skills and internet access: The primary method of communication will be through email. Invoices submitted shall include the EDCFSC assigned job number, brief description of work completed, three (3) before and three (3) after photographs, hours on job site, and green waste hauling driving time and mileage, and dump fee.
11. Insurance: The contractors will show proof of liability insurance, public liability, and property damage. Include proof of workers compensation if there are employees. If you do not include proof of insurance with submittal of RFP, you will have three (3) business days from the time the contract is awarded to provide proof of insurance.

## **PROJECT MILESTONES**

<b>Milestone</b>	<b>Timeline</b>
Release request for proposal	March 1, 2019
Bidders Meeting	March 15, 2019
Proposals Due	March 22, 2019
Contract Award	March 29, 2019
Agreement Signed	April 5, 2019
Contracted Services begin	Immediately after contract signing or upon receipt of funding
End of Grant period	December 31, 2020

### **PROPOSAL SUBMISSION**

Four copies must be mailed to the El Dorado County Fire Safe Council, P. O. Box 1011 Diamond Springs, CA 95619 and be received in the P.O. Box no later than **March 22, 2019** **If the proposal is received after March 22, 2019, it will be disqualified. An additional copy of the proposal may be emailed to: board@edcfiresafe.org. If the proposal is received via email after 5:00 pm March 22, 2019, it will be disqualified. (NOTE: Faxed or late proposals will not be accepted. No proposals will be accepted after the stated deadlines.)**

### **NONDISCRIMINATION**

The program or activities conducted under this agreement will be in compliance with the nondiscrimination provisions contained in Titles 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 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 U.S. Department of Agriculture or any agency thereof.

### **CONTRACT DOCUMENTS**

The successful Contractor will be expected to execute a contract in substantially the form and content as Exhibit A attached hereto and incorporated herein by reference.

Enclosures:

Sample Contract (Exhibit A)

Residential Clearance Evaluation Form (Exhibit B)

Senior and Veterans Defensible Space Assistant Programs (Exhibit C)