



El Dorado County Fire Safe Council

515 Main Street Ste. 103 • Placerville, CA 95667

Email: clerk@edcfiresafe.org • Main Office: (530) 647-1700

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

RELEASE DATE: August 3rd, 2026

CLOSING DATE: Proposals must be mailed or e-mailed to the addresses noted below received no later than 5:00 pm Friday August 21st, 2026. If you send your proposal by mail, please inform contact below by email or phone for verification of receipt.

CONTACT: Jessica Isabel, Program Coordinator
515 Main Street Ste. 103
Placerville, CA 95667
(530) 957-6270
Email: grantadmin@edcfiresafe.org

INTRODUCTION

The El Dorado County Fire Safe Council (EDCFSC) has received grant funding for the Hazardous Tree (HT) Removal Program for qualified residents on the Western Slope of El Dorado County. One or more qualified businesses or independent contractors will be contracted to conduct limited residential hazardous tree evaluation services. A Certified Arborist with a Tree Risk Assessment Qualification (TRAQ) by the International Society of Arboriculture (ISA) will perform evaluations for the purpose of identifying hazardous trees for removal to assist the residents of El Dorado County in obtaining compliance with California Public Resources Code 4291 and the El Dorado County's Ordinance No. 5186. EDCFSC policy is in conformance with Federal Regulations 2 CFR 215 and 2 CFR 230, which require that Grant funded projects exceeding the definition of a major purchase of \$25,000 be subject to a competitive bidding process.

PROPOSAL

The EDCFSC has received funding for the Hazardous Tree Removal Program for the residents on the Western Slope of El Dorado County. One or more contractors will be hired to conduct evaluations for residential hazardous tree removal on the Western Slope of El Dorado County. This Request for Proposal (RFP) is to contract with qualified businesses or independent contractors capable of providing residential hazardous tree evaluation services to the citizens of the Western Slope of El Dorado County.



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The Hazardous Tree Removal Program operates in the following manner:

1. The resident completes the "Hazardous Tree Removal Application" form, on-line at the EDCFSC's website www.edcfiresafe.org.
2. EDCFSC receives the website submissions that flow directly into the web-based program database.
3. Program Coordinator will review the applications and assign jobs to the HT Arborist electronically,
4. The HT Arborist will schedule an appointment with the resident to identify hazardous trees for removal.
5. HT Arborist will conduct an onsite TRAQ inspired evaluation of qualifying hazardous trees by filling out a Hazardous Tree Evaluation (HTE) form on ESRI Field Maps.
6. Evaluations must be completed within three weeks (21 days) of being assigned the job.
7. HT Arborist will take a minimum of three photos of each identified tree depicting the hazardous markers, the location of the tree, and/or obstacles near the tree. These photos shall be identified by the Tree Tag ID and job number of the client.
8. HT Arborist will assist applicants who are not Low-Income in identifying an appropriate cost share amount the applicant can afford.
9. HT Arborist submits HTE form back to Program Coordinator through web-based program.
10. Contractors will access the web-based program job completion form to enter work/job order information. The job completion form may also be accessed through ESRI Survey123. All data will be housed on the EDCFSC's web server.
11. Contractors submit detailed invoices for the work performed in the previous month by the third business day of the month.
12. HT Arborist will be paid within 30 days from the invoice date.

Prospective bidders may withdraw their proposal at any time during the open bidding period. All bidders will be notified of the results of the selection process.



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PROPOSAL FORMAT QUALIFICATIONS

A qualifying proposal must address the following items:

1. Letter of Interest, including a statement that the contractor will perform the services outlined in this RFP.
2. Cover Sheet with the following information:
 - a. Title of Proposal
 - b. Name and Address of contracting company
 - c. Contact person, telephone and fax numbers, and email
3. Understanding of the Project: The contractor shall provide a brief response that demonstrates an understanding of project and their knowledge of the California Public Resources Code 4291 and the El Dorado County Defensible Space Ordinance No. 5186.
4. Approach and Objectives: The contractor shall briefly outline how their proposal will be responsive to the “Scope of Work.”
5. Qualifications of Key Personnel: The contractor shall provide the name of the key person who will be working as the Certified TRAQ Arborist, their role in the project and a synopsis of their experience relevant to these roles. The EDCFSC requires there must be at least one person on site at all times during the evaluation process.
6. Previous Experience: Please list all relevant work performed for the past 5 years.
7. Licenses: Please submit a copy of your current TRAQ and business license.
8. Drivers Licenses: Please have a list of personnel operating motor vehicles and their DL classifications and endorsements available upon request.
9. Proof of Insurance: Please provide proof of automobile, commercial general liability insurance and Workman’s Compensation coverage, if applicable.
10. Hours of Operation: Include the hours of operation. If you have different hours of operation based on seasons, please indicate those hours.
11. Communication: Please indicate if you have clerical staff to assist with the continuity of communication. Contractor staff will be required to contact homeowners and schedule work as needed. Indicate the cell phone and office phone numbers.



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12. Computer skills and internet access: The primary method of communication will be through email and the EDCFSC's web-based program database. Invoices shall be submitted in the Excel invoice format, provided by the EDCFSC. Please indicate if you have internet access, the ability to place, send and receive emails, data entry skills, and Excel knowledge.
13. References: The contractors shall provide a minimum of three references from similar or related projects, including an appropriate contact name, telephone number and e-mail (if available).
14. 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 ten (10) business days from the time the contract is awarded to provide proof of insurance.

SELECTION CRITERIA

The EDCFSC's Evaluation Panel will review the proposals and make the contractors' selection based on the following criteria:

1. Contractor's responsiveness in addressing Exhibit A: "Scope of Work" and preparing a proposal responsive to the Request for Proposal. All questions must be answered for your proposal to be considered.
2. Contractor's experience in fire prevention practices (CPRC 4291, EDC Ord. No. 5186), fuel load reduction, forestry practices, type of equipment, effective communication and other background relative to the project.
3. Contractor must possess all current and appropriate business licenses and contractor's license, insurances and California drivers' licenses. The insurance must include public liability, property damage, and workers compensation. See Sample Contract for insurance coverage amounts.

PROPOSAL RETENTION

The EDCFSC will retain all submitted proposals for a period of up to one (1) year following the projected Agreement start date unless otherwise stated by the bidder. Proposals not selected for award under this RFP shall remain valid during this period and may be considered for award should a selected Contractor decline or terminate its Agreement.



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PROPOSAL SUBMISSION

Use the attached bid sheet to submit a proposal. Exhibit B: Hazardous Tree Arborist Proposal Format. Bid proposals must be mailed to the El Dorado County Fire Safe Council, 515 Main Street Ste. 103, Placerville, CA 95667. If you sent your proposal in by mail, please email or call the Contact person listed on Page 1 for verification of receipt. The proposal may be emailed to grantadmin@edcfiresafe.org. **If the proposal is received via mail/email after 5:00pm on August 21st, 2026, it will be disqualified.**

PROJECT MILESTONES

Milestone	Timeline
Release Request For Proposal	August 3, 2026 9:00am
Proposals Due	August 21, 2026 5:00pm
Evaluation Panel Vote on Proposals	August 26, 2026 10:00am
Present Vote to E-Board	September 2, 2026 9:00am
Contract Award Letters	September 2, 2026 3:00pm
Agreement Signed	NLT September 4, 2026 5:00pm
Contracted Services Begin	September 7, 2026
Contracted Services End	December 31, 2028

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 Americans 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.



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CONTRACT DOCUMENTS

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

ATTACHMENTS

Exhibit A: Scope of Work

Exhibit B: Proposal Format

Exhibit C: Sample Contract

Exhibit D: Hazardous Tree Evaluation Form (*example available upon request*)