



El Dorado County Fire Safe Council

P.O. Box 1011
Diamond Springs, CA 95619

Phone: (530) 647-1700

Email: board@edcfiresafe.org

Website: edcfiresafe.org

"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: November 13, 2017

CLOSING DATE: Proposals must be mailed to the address noted below and be received in post office Box 1011 no later than December 14, 2017. Proposals may also be submitted by email to board@edcfiresafe.org and must be received by 5:00 pm on December 14, 2017.

CONTACTS: Jodi Martin, Program Manager or Roger Dwyer, Chairperson
EDC Fire Safe Council
P.O. Box 1011
Diamond Springs, CA 95619
(530) 647-1700
Email: board@edcfiresafe.org

INTRODUCTION

The El Dorado County Fire Safe Council (EDCFSC) has received grant funding from the United States Forest Service through the California Fire Safe Council Grants Clearinghouse to continue offering residential chipping for the residents on the western slope of El Dorado County in January 2018 through July 2019. One or more qualified businesses will be contracted to conduct chipping for residential fuel reduction in wild land urban interface communities. The grant has \$182,743 available for contracted residential chipping services estimated to be expended by July 31, 2019.

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 Monday, December 4, 2017 at Rescue FPD Station 83, 5221 Deer Valley Road, Rescue, CA 95672

BACKGROUND

The EDCFSC has operated a Residential Chipping Program since 2002. In the past year it is estimated that over 200,000 cubic yards of cut and stacked brush and limbs have been chipped to create defensible space near homes and structures. This project will assist the residents of El

Dorado County in obtaining compliance with California Public Resources Code 4291. EDCFSC policy in conformance with Federal Regulations 2 CFR 215 and 2 CFR 230 requires that Grant funded projects exceeding the definition of a major purchase of \$25,000 be subject to competitive bidding process.

PROPOSAL

The EDCFSC has received funding for the 2018-2019 Chipper El Dorado Residential Chipping Program for the residents on the western slope of El Dorado County. One or more contractors with chipper and 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 fuels reduction chipping services to the citizens of the Western Slope of El Dorado County.

The Residential Chipping Program operates in the following manner;

1. The residents of El Dorado County properly pile their brush adjacent to a street or driveway that can accommodate a truck and a chipper.
2. The resident completes the “Request for Chipping” form on-line at the EDCFSC website www.edcfiresafe.org.
3. EDCFSC receives the website submissions that flow directly into the web-based program database.
4. At least once a week, the program manager reviews the applications and assigns a contractor in the data base.
5. The selected contractor has access in the data base and can print job “tickets” for their work crews.
6. The contractor calls the resident and schedules the chipping.
7. The contractor dispatches their crew to complete the work. Work must be completed two weeks from being assigned the job in the data base.
8. The crew measures the pile(s), takes a “before” photograph of the chipping with the job number clearly displayed, completes the chipping and takes an “after” photograph with the job number displayed.
9. The crew records the travel time to the job, and chipping time in minutes on the job “ticket”.
10. The contractor enters the completed job information and photographs into the data base.
11. The contractor submits an invoice for payment to the program manager monthly, no later than the 5th calendar day of the following month.
12. The program manager reviews the invoices, enters data in the data base and authorizes payment.
13. The treasurer records the invoice and makes sure sufficient funds are available and forwards payment authorization to the accountant.
14. The accountant prepares the checks and enters the data into the accounting records.
15. The program manager retrieves the checks and contacts officers for signatures.
16. The payment will be made within 30 days from the receipt of the invoice.
17. Contractors are only required to chip the piles that meet the criteria listed on the checklist. If there are issues the contractor will contact the program manager.

18. The web-based master program will be maintained by EDCFSC for project and resource management purposes. Program reports to include job/work order status and job/work completion data.

RESPONSIBILITIES / SCOPE OF WORK

The Residential Chipper Contractors will be responsible for the following tasks:

1. Commercial processing (chipping) of woody vegetative material located on private properties that has been removed from around structures to create defensible space per the California Public Resources Code 4291; Chippers must be capable of chipping material up to seven inches in diameter.
2. Contractor will be equipped with computers, internet access, phones, chipping machinery, tools, vehicle and personnel safety equipment, adequate and appropriate personnel to fully implement the chipping service efficiently and safely;
3. Chipped material will be deposited on the resident's property;
4. Contractor will contact each participant to schedule the work and complete the work within two weeks after the program manager assigns them the job.
5. Contractor will access and enter scheduling, work order/job completion information into an EDCFSC online web-based program;
6. Contractor will perform data entry into the web-based program when scheduling and closing work orders on a daily basis;
7. EDCFSC will provide data entry training on the online Chipping web-based program;
8. Contractor will take at least one pre-photo of the job before completing the chipping service;
9. Contractor will take at least one post-photo of the completed work; all photos will be identified by the Job Number in the Database.
10. Contractor field personnel will report dates of chipping service, job start and end times, number of piles chipped, dimensions of each pile chipped, and the time required to complete the job;
11. 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 resident participant to advise of the new timeline;
12. EDCFSC may request Contractor to complete a job within a specific area that is not normally covered due to the season and program demands;
13. Contractor will maintain appropriate paper records;
14. Contractor may be requested to furnish paper records including, job/work order records, equipment maintenance records, and/or appropriate training records of their personnel in safety and machine operations;

15. Contractor will report to the Program Manager should any issues arise in the performance of their services, to include notifying the Program Manager when a requests for service by the resident participant go beyond the scope of the project;
16. Contractors will be reimbursed for all completed work on a monthly basis upon receipt of their invoice by the 5th of each following month;
17. EDCFSC will pay Contractors directly within 30 days following the receipt of the invoice;
18. EDCFSC is open to all possible utilization solutions for biomass material generated through the creation of defensible space. Contractors shall propose any ideas they have for expanding this program to the EDCFSC.

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 "Scope of Work" and preparing a proposal responsive to the Request for Proposal. All questions must be answered for your proposal to be considered.
- Proposed hourly cost. Cost is the most heavily weighted criteria.
- Contractor's equipment. Must be capable of chipping material up to seven inches in diameter.
- Contractor's experience in fire prevention practices (CPRC 4291), fuel load reduction, forestry practices, type of equipment, effective communication and other background relative to the project.
- Contractor must possess all current and appropriate insurances and California drivers' licenses. The insurance must include public liability, property damage, and workers compensation.
- As a requirement of the California Air Resources Board (CARB) Statewide Portable Equipment Registration Program, all chippers used in the Chipping Program 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 December 18, 2017.

AVAILABLE FUNDS

The maximum contract award for this grant is \$ 182,743. It is anticipated that two contractors will be selected and the work will be divided proportionally.

PROPOSAL FORMAT

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 contractors shall provide a brief response that demonstrates an understanding of project and their knowledge of the California Public Resources Code 4291.
4. Approach and Objectives: The contractor shall briefly outline how their proposal will be responsive the "Scope of Work."
5. 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 chipping process.
6. Previous Experience: Please list all relevant work performed for the past 5 years.
7. Business License: Please submit a copy of your current business license.
8. Drivers Licenses: Please provide the list of personnel operating motor vehicles and their DL classifications and endorsements.
9. Proof of Insurance: Please provide proof of automobile, commercial general liability insurance and Workman's Compensation coverage.
10. Cost proposal:
 - a. The contractors shall provide a proposal based on an hourly rate for equipment and crews. This rate should include overhead and administrative costs.
 - b. Contractors will be paid for driving time at the same rate as chipping time.
11. Hours of Operation: Include the hours of operation. If you have different hours of operation based on seasons, please indicate those hours.
12. Communication: The majority of communication will be done via email; however, there may be a need to be available during normal business hours. 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. Job site visits may occur at times to ensure work quality. The EDCFSC prefers that a cell phone be present at all

times with the chipper in case of an emergency. Indicate the cell phone and office phone numbers.

13. **Equipment Specifications:** Include a detailed description and pictures of all equipment to be used. Include a description of how equipment maintenance is handled if there is a mechanical malfunction.
14. **Computer skills and internet access:** The primary method of communication will be through email and through the online web-based program. Please indicate if you have internet access, the ability to place, send and receive, and data entry skills.
15. **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).
16. **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

Milestone	Timeline
Release request for proposal	November 13, 2017
Bidders Meeting	December 4, 2017
Proposals Due	December 14, 2017
Contract Award	December 18, 2017
Agreement Signed	December 27, 2017
Contracted Services begin	Immediately after contract signing or upon receipt of funding
End of Grant period	July 31, 2019

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 December 14, 2017. **If the proposal is received after December 14, 2017, it will be disqualified. The proposal may be emailed to: board@edcfiresafe.org. If the proposal is received via email after 5:00 pm December 14, 2017, 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.