



Georgetown Divide Resource Conservation District
100 Forni Road, Suite A • Placerville, CA 95667 • Phone (530) 295-0120

**REQUEST FOR PROPOSALS #01-2018
FOR PROFESSIONAL SERVICES – ENVIRONMENTAL CONSULTING FIRM- TO THE
GEORGETOWN DIVIDE RESOURCE CONSERVATION DISTRICT**

RELEASE DATE: March 19, 2018

CLOSING DATE: Proposals must be received by April 13, 2018 by 4:00 p.m.

PROJECT TITLE: “El Dorado County Cooperative Wildland Fire Protection Strategy”

CONTACT PERSON:
Mark Egbert
District Manager
Georgetown Divide Resource Conservation District
100 Forni Road, Suite A
Placerville, CA 95667
Mark.Egbert@ca.usda.gov
(p) 530-295-0120
(Direct) 530-303-5328
(cell) 530-957-3472

INTRODUCTION

On July 14, 2016 a Supplemental Project Agreement (SPA) was entered into by and between CAL FIRE, hereinafter referred to as "the State," and the USDA, Forest Service, REGION 5, ELDORADO NATIONAL FOREST, hereinafter referred to as the "U.S. Forest Service," under the authority of the Agricultural Act of 2014, Pub. L. 113-79, section 8206, (Good Neighbor Authority) and CA Stats. Public Resources Code, Division 4, Part 2, Chapter 10. Protections of Forest and Lands {4671-4750.7) and Article 5: Forest Insect and Plant Disease Control under the provisions of Master Good Neighbor Agreement #16-GN- 11052021-201. The CFDA for this agreement is 10.691.

On August 21, 2017, the Georgetown Divide Resource Conservation District (RCD) executed Agreement #82CA03472 between the RCD and the State of California Department of Forestry and Fire Protection (CALFIRE) for implementation of the El Dorado County Cooperative Wildland Fire Protection Strategy (Project). Established in 1953, the RCD is a local, independent, non-enforcement, non-regulatory, self-governed special district organized under Division 9 of the Public Resources Code. It is a local public agency, governed by a five-member, elected board of directors. The RCD advises and assists landowners and public agencies in planning and implementation of conservation practices for the protection, restoration, or development of land, water, and other natural resources. The RCD will provide administration and Management of the Project and includes: technical and administrative services needed for project completion; assurance the project as described under the Scope of Work is completed within the budget, performance period, and in accordance with approved procedures, applicable laws, and regulations. RCD will ensure compliance with all applicable laws and regulations regarding securing competitive bids and undertaking competitive negotiations in contracts with other entities for acquisition of goods and services with funds provided by State under this Agreement. The RCD will provide administrative personnel and Licensed Registered Professional Foresters.

U.S. Forest Service interests in this Project are based on the South Fork American River (SOFAR) Watershed which was proposed for implementing the national cohesive strategy because of the many values at risk threatened by complex fire issues associated with drought, climate change, fuel loading, insects and disease. Communities, infrastructure, private timber, water, power, recreation, protected species, and fire frequency are all reasons that this watershed is a high priority for collaborative action.

The SOFAR Cohesive Strategy is an All-Lands Wildland Fire Management Strategy for the South Fork American River Watershed which has three goals:

1. Resilient Landscapes.
2. Fire Adapted Communities.
3. Safe and Effective Wildfire Response.

CAL FIRE interests in this Project are based on the overarching objective of the Fire Adapted 50 project which aims to implement a landscape-level pilot project that will demonstrate cross jurisdictional cooperation for fuel modification in a high fire hazard area of the State within existing statutory and regulatory frameworks.

The values to be protected in this watershed are critical to the local and regional economy and to ecosystem health. Emphasis will be placed on connected treatments across all lands designed to defend hardened infrastructure points, high value investments and critical habitats. This focus area will include working in the Wildland Urban Interface/Intermix (WUI) zone.

PROJECT AREA

There are two segments of a fuel break that will be constructed based on the outcomes of this project (Exhibit C). The first project location is for Camino/Pollock Pines shaded fuel break and goes from Slab Creek Dam to Pony Express Trail along the canyon rim. The fuel break will utilize existing fuel breaks developed during the King Fire as well as tie into the Iowa Hill and Independence Fuel breaks. The shaded fuel break project boundary area will be between 100 and 600 feet wide. Access for the work will be from Forebay Rd in the Pollock Pines area. The Highway 50 shaded fuel break is located from Icehouse Road to Echo Summit on the north side of Highway 50. The fuel break will be 300 feet from the road edge.

PROJECT OBJECTIVES

The purpose of this solicitation is to acquire an environmental consulting firm to provide professional services to complete the required CEQA/ NEPA and associated environmental compliance reports for a planned shaded fuel break to protect the communities of Camino and Pollock Pines and National Forests system lands adjacent to these communities.

The intent of the Camino/Pollock Pines Fuel Break is to reduce undesirable under story; trees, brush and existing slash by the use of hand held equipment, chipping and pile burning and to establish shaded fuel breaks where appropriate. Implementation/ construction work may be performed by State hand crews, the State may provide everything including, but not limited to, equipment, supplies, transportation, labor, and supervision necessary to complete the project. Within the project areas, the work will consist of removing Forest fuels (vegetation) by hand using chainsaws. Removed fuel will be disposed of either by chipping or pile burning when allowed. The chips will be broadcast and distributed evenly within the work areas and maintained in a way to not have a significant impact on the land. All piles will be built in a cone shape no larger than 10 feet by 10 feet.

Work will be completed on Federal and nonfederal lands. The objectives includes the completion of NEPA (where NEPA has not been completed) and CEQA as required by state and federal law for implementation of fuel break construction.

PROPOSAL SUBMISSION

One original and two copies of Proposal must be received no later than 4:00 p.m. by April 13, 2018 at the RCD office at 100 Forni Road, Suite A. Placerville, CA 95667. One electronic copy of the Proposal, in PDF format, may also be delivered as an alternative means, via email no later than 4:00 p.m., local time, on Friday, April 13, 2018 to Mark Egbert, District Manager (Mark.Egbert@ca.usda.gov). Please cc yourself as verification of submittal. Please note the RCD email server can only accept document sizes 10 MB or less. Faxed or late

proposals will not be accepted. It is the responsibility of the Consultant to assure that the Proposal is received prior to the deadline date and time. Proposals received after the submission deadline will not be accepted and will be returned unopened.

Any changes to this RFP are invalid unless specifically modified by the RCD and issued as a separate addendum document. Should there be any question as to changes to the content of this document; the RCD's copy shall prevail.

AVAILABLE FUNDS

The maximum funding available for planning consultation services in this grant is One-Hundred-Twenty-Five-Thousand dollars and zero cents (\$125,000.00). Consultant must acknowledge and affirmatively indicate that they can provide such services within this amount.

SCOPE OF WORK

The scope of work for the professional services being solicited is found in Exhibit A to this RFP. The successful proposal will demonstrate sufficient qualifications, expertise, relevant experience, and lack of disabling professional conflicts to perform the scope of work, along with demonstrated commitment to cost-control, client service, and overall value to the RCD.

PROPOSAL FORMAT

A qualifying proposal must address all of the following items:

1. Page limit. The Project proposal shall be limited to fifteen (15) pages, excluding cover letter and resume, and shall contain all of the information requested below.
2. Accuracy and completion. Information must be complete and accurate. If during the course of the evaluation Consultants information becomes inaccurate, Consultant must immediately notify RCD in writing.
3. Information. Project proposal must contain sufficient information for an objective evaluation of the Consultants ability to understand and perform the requisite services. Project proposal must reflect what the RCD could expect in terms of thoroughness and quality of work product, cost efficiency, and responsiveness. Project proposal shall be organized in the following manner and contain the following information:
 1. Cover Letter. Project proposal shall be transmitted with a cover letter signed by Consultant.
 2. Project Experience and References. Describe in narrative form the experience and expertise in providing the service sought by the RCD with specific focus on knowledge and experience in leading U.S. Forest Service teams, in particular, NEPA and CEQA processes related to forest management and restoration. Provide contact information for three former or current clients for whom you have performed similar services to that the RCD may interview these references.
 3. Project Approach. Describe:
 - a. Your approach to performing the anticipated Project tasks.
 - b. Additional information not already provided with this RFP that is pertinent to evaluating your ability to perform tasks.
 4. Rates. In consideration of Consultants fulfillment of the promised work, the RCD shall pay Consultants at a **Per Hour Rate**.

5. Scope of Work. State in concise terms your understanding of the scope of work listed in Exhibit A attached hereto. Identify additional tasks, if any, that you believe are essential or advisable to constitute a more complete scope of work.
6. Schedule. Provide a schedule demonstrating how you propose to complete the Project. Schedule shall provide a list of tasks and activity for each task on a monthly basis. Include assumptions made in preparing the schedule if necessary.
7. Quality Assurance and Control/Conflicts of Interest. Describe your approach to quality assurance and control for your performance as well as any performance guarantees you offer. Identify all current and reasonably foreseeable real or perceived professional conflicts that could hinder the provision of the requested services, and propose means of managing any such conflicts.
8. Contract and Insurance Requirements. The successful Consultant will be required to execute a contract in the form shown in Exhibit B attached hereto and to meet the insurance requirements referred to in that Exhibit. Please indicate your willingness and ability to comply with these requirements or describe any exceptions you requests. Alterations or changes to the agreement which were not in the Consultant's response may not be made after the selection of the proposal. This includes alterations, exceptions, or changes to the insurance and indemnity provisions.
9. Addenda. The consultant shall include all acknowledged addenda for the RFP.

COST OF SERVICES

In consideration of Consultants fulfillment of the promised work, the RCD shall pay Consultants at a **Per Hour Rate**. All Project proposals must include a table detailing by task all costs to perform the services requested in this RFP. Rates and charges shall include any part of consultant's capital expenses. No travel expenses will be reimbursed. The rates and charges shall also include minor expenses connected with performance of the services such as copies, computers, software, on-line legal research, office supplies, postage, faxes, long-distance telephone calls, telephone, and any other expense incurred to accomplish the work. Note that no separate charges for these items will be allowed. Note also that no administrative charges will be allowed. Rates shall be held constant throughout the project.

NON-DISCLOSURE AND DISCLOSURE OF PROPOSALS

Proposals will be held in confidence during the evaluation process until RCD staff issues Notice of Intent to Award the contract. Thereafter, all proposals will be treated as documents subject to disclosure under the California Public Records Act (Act).

SELECTION CRITERIA

Representatives of RCD will review the proposals. The selected Consultant will be required to execute a professional services agreement with RCD. In reviewing the proposals, the selection criteria will include the following:

1. Rates and charges (25 points).
2. Responsiveness to RFP (15 points).
3. Capacity of the Consultant to conduct the Scope of Work (25 points).
4. Experience and expertise (25 points).
5. Evaluations from client references (10 points).

Note: Proposals that do not demonstrate direct experience with forest restoration planning, writing reforestation prescriptions, Greenhouse Gas Analysis, environmental assessment and public education will not be considered to meet the qualification threshold.

FINAL SELECTION

Proposals will be rated based on the merit of the entire proposal. RCD staff presently anticipates making contract award recommendations to the RCD’s Board of Directors at its regularly scheduled meeting on **April 16, 2018**. Notice of Intent to Award the professional service contract will be issued at the time of the Board meeting at which the contract is considered.

The RCD reserves the right to reject any or all proposals and to re-issue this RFP. The RCD may waive any minor informalities or irregularities in any proposal that are immaterial and inconsequential in nature. The RCD reserves the right to request additional written or oral information from Consultants to obtain clarification of their proposals. All proposals become the property of the RCD. All costs associated with development of the proposal shall be the sole responsibility of the Respondent and shall not be charged in any manner to the RCD.

PROTEST PROCEDURE

Any protest concerning the rating of any proposal or award on the Consultant hereunder must be submitted in writing to the RCD’s District Manager at 100 Forni Road, Suite A. Placerville, CA 95667 on or before 4:00 p.m. of the tenth (10th) calendar day following the RCD’s posting the Notice of Intent to Award the professional services contract at the entry to the RCD’s main office at the aforementioned address. The procedure and time limit set forth in this paragraph are mandatory and are the Consultant’s sole and exclusive remedy in the event of a protest of the rating of its proposal or award of the contract and failure to pursue said remedy shall constitute a waiver of any right to further pursue said protest, including filing a Government Code claim or legal proceedings.

RFP SCHEDULE. *Note: this an estimate schedule and timelines may be revised accordingly.*

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| Release of RFP | March 19, 2018 |
| Proposals due | April 13, 2018 |
| Review and Selection | April 13, 2018 |
| Notice of Intent Posting | April 13, 2018 |
| Agreement Signed | April 23, 2018 |
| Work Begins After | April 23, 2018 |
| Contract Ends | June 30, 2020 |

AWARD OF CONTRACT

The RCD may reject any and all proposals, and may waive any immaterial defect in a proposal. Selection of the contract will be made within one (1) working days after the proposal due date to the proposal that meets the required qualifications, scope of work and selection criteria. The Consultant shall furnish a certificate of insurance along with the executed Agreement. The certificate of insurance shall state a limit of liability of not less than one million dollars (\$1,000,000.00) per occurrence for bodily injury and property damage liability combined.

QUESTIONS/ ADDENDA

Any questions about this Construction Bid shall be submitted in writing to the following address:

Georgetown Divide Resource Conservation District
100 Forni Road, Suite A. Placerville, CA 95667
Attn: Mark Egbert, District Manager

To be considered, questions must be received by the RCD no later than 4:00 p.m. on April 6, 2018. The RCD may, if deemed necessary, respond to questions by issuance of formal addenda, interpreting or clarifying the requirements of this RFP. Any addenda processed shall be made part of this RFP request and binding upon each Consultant. All addenda will be posted on the RCD’s web-site. Each bidder is solely responsible for obtaining all

addenda posted on the RCD's web-site. The RCD may also direct attention to specific provisions of the RFP which cover the subject of the inquiry.

ATTACHMENTS:

EXHIBIT A – Scope of Work.

EXHIBIT B – Professional Services Agreement Sample.

EXHIBIT C – Project Location Map.

EXHIBIT D – Agreement #2CA03472 between the RCD and CALFIRE.

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 American's With Disabilities Act of 1990.