

Amador Resource Conservation District – REQUEST FOR PROPOSALS

2022-2023 ARCD Community Chipping Project



**REQUEST FOR PROPOSALS
FOR CONTRACTED SERVICES TO THE AMADOR RESOURCE CONSERVATION DISTRICT
2022-2025 ARCD – ARCD Community Chipping Project**

RELEASE DATE: May 5th, 2022

CLOSING DATE: Proposals must be emailed to the address below no later than May 27th 5pm.

PROJECT TITLE: Amador RCD Community Chipping Project

CONTRACT PERSON:

Megan Watts - Public Outreach Coordinator
Amador Resource Conservation District
12200- B Airport Road
Jackson, CA 95642-9527
Megan@AmadorRCD.org

INTRODUCTION: A grant received by the California Department of Forestry and Fire Protection (Cal Fire) has been awarded to the Amador RCD (Amador Resource Conservation District) for the purposes of administering a residential, roadside chipping program designed to reduce wildfire risk near access/evacuation routes, and homes. This grant will encourage and assist Amador County residents who initiate hazardous fuels treatment by disposal of slash. County residents will cut to remove live and dead vegetated material, and stack the debris along their roadside or driveway, then request chipping services online to schedule an Amador RCD hired chipping contractor to visit the site and chip the slash.

PURPOSE: To increase the amount of fuel treatment a resident can perform throughout the year, to reduce the use of burn piles and wildfire initiated escapes, to improve air quality and reduce the number of wildfire events, to reduce the impacts in the event of a catastrophic wildfire incident, and to convert vegetated slash into a processed mulch that improves soil quality and water holding capacity.

PROPOSAL: The Amador RCD expects to serve Amador County for two years and seven months and provide chipping services for 1,050 residents. The project will end on March 15th 2025. This Request for Proposal (RFP) is to contact qualified businesses capable of providing industrial chipping services to Amador County residents from August 2022-March 2025.

Chipping Program Process:

1. Amador County residents perform fuel treatment according to Amador RCD specification then apply for chipping online at <https://amadorchipping.org/>.
2. Amador RCD assigns residential chipping applicants to contractors.

Amador Resource Conservation District – REQUEST FOR PROPOSALS

2022-2023 ARCD Community Chipping Project

3. Contractor and applicant arrange a scheduled workday for chipping services.
4. Contractor performs chipping services and updates the online database, then submits a monthly invoice of completed jobs.
5. Payment will be made within 30-days following the 3rd Thursday of each month.

RESPONSIBILITIES / SCOPE OF WORK

Roadside Chipping:

The contractor will provide industrial chipping services to private Amador County residents and must have the flexibility to work some weekends.

Contractor shall provide an industrial chipper, vehicle, computer, internet access, phones, tools, and safety equipment such as caution signs, safety cones, hard hats, ear and eye protection, gloves, chaps (if using chainsaws), shovel or rake, first aid kit and fire extinguisher. Vehicle and chipper is to remain on the roadside or driveway and are not to enter into the property.

Contractor will staff appropriate personnel to implement the chipping service safely and efficiently. The contractor is responsible for the crew's safety and sanitary needs. The contractor is responsible for maintaining public safety with respect to pedestrians, traffic, and is required to comply with state and federal Covid-19 precautions. Contractor will not chip during Red Flag Days, or when conditions present a clear wildfire hazard.

Contractor will contact each applicant within two weeks of receiving the assigned job ticket to schedule a site visit for chipping services and will complete the service request within 30-days of receipt, unless agreed upon by the ARCD contact person. Slashed vegetation and dead woody debris no greater than 7-in. diameter (Contractor shall indicate equipment and maximum diameter that the equipment can chip in their proposal) in lengths no greater than 10-ft. will be found along the road or driveway in stacked piles with cut ends facing the same direction.

Chipped material will be deposited on the resident's property, either spread throughout the project area at a depth no greater than 3-in., or in piles for later distribution by the homeowner. No material shall be deposited in waterways/drainages or block ingress/egress from the property. Contractor will protect any area from disturbance identified as an archaeological site, endangered plant or animal habitat, watercourse, or power or utility lines. The Contractor will protect structures, property improvements, and will be sensitive to property owner objectives pertaining to chipping. Exceptions may be made for biomass utilization.

Chipping Days:

The contractor will provide chipping services on Chipping Days. Chipping equipment will be parked at a designated location and crews will chip material dropped on site by clients. The crews will help to remove material from trucks and trailers. Chipping Days are primarily on Fridays and Saturdays and run 6-8 hours. Depending on the venue material may be requested to be hauled or left on site.

Reporting:

Contractor will record pre- and post-implementation photos from the same photo point and complete the ARCD hardcopy paper record or entry in the online database at the time of service including: service order #, chipping service date, job start and end times, pile number and dimensions, and the amount of time required to complete each job (each service location is allocated a maximum of four chipping hours each calendar year).

Amador Resource Conservation District – REQUEST FOR PROPOSALS

2022-2023 ARCD Community Chipping Project

The ARCD will provide the selected contractor with data entry training for the chipping program’s online database. The user-friendly program is simple to navigate, but data entry into the online database is required for payment. The contractor will upload the pre- and post-implementation photos completed on site or use the hardcopy service report to complete the service invoice over the web-based platform. Monthly invoice for completed chipping service jobs must be uploaded by the 2nd Tuesday of the following month to be considered for payment.

Contractor will maintain compliance within the conditions of the grant.

EVALUATION AND SELECTION CRITERIA: The selection committee and Executive Director will review the proposals and make the contractor selection based on the contractors understanding of the Statement of Work and how they expect to achieve the objective, the bid cost, and past performance and references.

Milestone	Timeline
Release Request for Proposal (RFP)	May 5th 2022
Proposals Due	May 27th, 2022 5pm
Contract Award	June 10th 2022
Agreement Signed	June 17th 2022
Contracted Services Begin	August 1st 2022
Anticipated Grant Funds Expended	March 15th 2025

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

AVAILABLE FUNDS: The maximum amount of funds available for this grant is \$400,000. The contractor must affirm that they can provide the work outlined in the Scope of Work over the 2 year and 7 month time period within this amount. Payment will be made based on work conducted, ARCD makes no guarantee of payment of full amount listed above.

PROPOSAL FORMAT:

1. Cover Sheet with the following information:
 - a. Title of proposal
 - b. Name and address of company
 - c. Contact person, telephone number and email address
2. Understanding of the Project: The contractor shall provide a brief response that demonstrates an understanding of the Statement of Work.
3. Approach and Equipment: The contractor shall briefly outline how their proposal will address the Scope of Work. **Contractor shall indicate equipment and maximum diameter that the equipment can chip in their proposal.**
4. Qualification: The contractor will indicate their work experience relating to the ARCD chipping program, including work in which the contractor represented another entity and dealt one-on-one with

Amador Resource Conservation District – REQUEST FOR PROPOSALS

2022-2023 ARCD Community Chipping Project

members of the public property owners. Here the contractor will include the names of key personnel and their role in the project.

5. **References:** The contractors will provide at least three references attesting to work history and experience, and other background information relating to the chipping program including names, phone numbers or email addresses if applicable.
6. **Cost Proposal:** There are several types of chipping services that the project will offer. Please provide the rates for each of the below listed services.:
 - **Roadside Chipping per Minute Costs:** The contractor shall provide a proposal based on a per minute for roadside chipping service. The contractor shall provide a proposal based on a per minute rate for equipment and crew. The bid rate should be a “fully burdened” rate including both direct and indirect overhead costs and travel time.
 - **Hauling Cost:** Per mile cost for hauling material off site (when needed).
 - **Chipping Days per Hour Costs:** The contractor shall provide a proposal based on a per hour rate for equipment and crew when participating in a Chipping Day. The bid rate should be a “fully burdened” rate including both direct and indirect overhead costs and travel time.
7. **Driving Record and Insurance:** Contractor must maintain a valid license. If selected, the contractor must provide proof of auto, liability and worker’s compensation insurance, and a Statewide Portable Equipment Registration Permit from the California Air Resources Board.
 - a. Commercial Automobile Liability Insurance of not less than \$500,000 is required in the event motor vehicles are used by the Contractor. One million dollars (\$1,000,000) per accident for bodily injury and property damage combined single limit.
 - b. Worker’s Compensation coverage: Contractor shall maintain workers' compensation insurance for all of its employees.
 - c. Commercial General Liability Insurance of not less than One Million dollars (\$1,000,000) combined single limit per occurrence for personal injury liability, bodily injury and property damage. One million dollars (\$1,000,000) aggregate.
 - d. The industrial chipper used for the ARCD chipping program must be permitted with the California Air Resources Board (CARB) Statewide Portable Equipment Registration Program if greater than 50 horsepower (those less than are exempt). For questions call CARB at (916) 874-4884.

PROPOSAL SUBMISSION: Bids must be emailed to Megan@AmadorRCD.org by close of business, 5pm on May 27th 2022.

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.