

Amador Resource Conservation District – REQUEST FOR PROPOSALS
2020-2021 ARCD Community Chipping Project



REQUEST FOR PROPOSALS
FOR CONTRACTED SERVICES TO THE AMADOR RESOURCE CONSERVATION DISTRICT
2020-2021 ARCD – ARCD Community Chipping Project

RELEASE DATE: October 1st, 2020

VIRTUAL BIDDERS CALL: October 16th 2020. Please RSVP to Vince Campa for call-in details.

CLOSING DATE: Proposals must be emailed to the address below no later than November 2, 5pm.

PROJECT TITLE: Amador RCD Community Chipping Project

CONTRACT PERSON:

Vincent Campa- Natural Resources Specialist
Amador Resource Conservation District
12200- B Airport Road
Jackson, CA 95642-9527
Vincent@AmadorRCD.org

INTRODUCTION: A grant received by the California Fire Safe Council 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 375 private residential properties, treating approximately 585-ac. throughout Amador County. This Request for Proposal (RFP) is to contact qualified businesses capable of providing industrial chipping services to Amador County residents.

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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 applicant to contractor.
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

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 for social distancing and mask wearing when interacting with residents. 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.

Contractor will record pre- and post-implementation photos from the same photo point and complete the ARCD hardcopy paper record 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 six chipping hours each calendar year).

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. Contractor will not haul anything offsite. Exceptions may be made for biomass utilization.

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The ARCD will provide the selected contactor 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 and 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 3rd Monday of the following month to be considered for payment.

Contractor will maintain compliance within the conditions of the grant.

EVALUATION AND SELECTION CRITERIA: The ARCD Board of Directors and District Manager will review the proposals and make the contactor selection based on the contractors understanding of the Statement of Work and how they expect to achieve the objective, the bid cost per chipping hour, and past performance and references.

Milestone	Timeline
Release request for proposal	October 1 st 2020
Bidders Meeting (Virtual)	October 16 th 2020
Proposals Due	November 2 nd 2020
Contract Award	November 6 th 2020
Agreement Signed	November 13 th 2020
Contracted Services begin	November 16 th 2020
Anticipated grant funds expended	October 1 st , 2021

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 \$148,000. The contractor must affirm that they can provide the work outlined in the Scope of Work within this amount.

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

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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: The contractor shall provide a proposal based on hourly rate for equipment and crew. **The bid rate should be a “fully burdened” rate including both direct and indirect overhead costs and travel time.**
7. Driving Record and Insurance: Contactor 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 Vincent@AmadorRCD.org by close of business, 5pm on November 2.

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.