

REQUEST FOR PROPOSALS

PARADISE IRRIGATION DISTRICT

PROFESSIONAL ARBORIST SERVICES FOR CAMP FIRE VEGETATION EVALUATION

FEMA REIMBURSED SERVICES

RFP PUBLICATION DATE: January 18, 2019

RFP SUBMISSION DEADLINE DATE: February 8, 2019

ISSUED BY:

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DISTRICT MANAGER

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1 INTRODUCTION

The Paradise Irrigation District (District) is seeking proposals for a firm or team of firms to provide qualified arborists for the evaluation and determinations of hazardous trees as defined by FEMA within the Camp Fire area located within and adjacent to the public right-of-way of lands owned by the District. Costs incurred for this work is intended to be reimbursed by FEMA.

1.1 Project Description

The Paradise Irrigation District, as part of the Camp Fire recovery effort, is removing hazardous trees from the roadway right-of-way and public trails. This process includes the District staff, in addition to an arborist, contracting with debris monitors and a contractor for the removal of the hazardous trees as defined by FEMA and identified by an arborist. The District requires arborists that are trained and experienced in FEMA hazardous tree eligibility and documents as required for Public Assistance. The arborist shall be a separate contractor, and shall not be affiliated with either the District debris monitoring entity, or the District tree removal contractor.

The Camp Fire has damaged trees along approximately 5.5 miles of District maintained roads and the District right-of-way along these roads vary in width. The District requires assistance evaluating which trees are hazardous or have hazardous limbs as defined by FEMA in the District right-of-way and on private property that threaten the District right-of-way.

The arborist contractor shall provide personnel to evaluate hazardous trees as defined by FEMA. Arborists should have the ability to evaluate and identify hazardous trees, hazardous limbs (hangers), and hazardous tree stumps. This work shall include trees within the District right-of-way and trees within private property that pose a threat to the District right-of-way. Arborists should have knowledge of FEMA Public Assistance Trees that may be a hazard, but were not damaged by the fire, will not be included.

The selected arborist will evaluate trees in advance of tree removal operations to determine if a hazard and prioritize removal.

The District will provide guidance on the location of right-of-way for subject roadways; the arborist firm is not expected to define right-of-way.

2 SCOPE OF SERVICES

Proposing firm(s) will be expected to perform the below items of work, at a minimum. This scope of work is considered a baseline of expected services and tasks.

Firms and subcontractors for this contract are required to employ at least one Certified Arborist and shall provide an analysis of trees in the District's lands with public access, and prescribed right-of-way that have been damaged as a result of the Camp Fire. Services shall include, but are not limited to the following:

1. Firm shall perform Tree Inspections to check the overall health of the trees affected by fire and look for sign of pest and disease infestations and identify any structural problems.
2. Firm shall perform a Tree Risk Assessment which includes a summary of the tree's risk level, current conditions and Firm's observations, if it meets FEMA criteria for a Hazardous tree, and what criteria, comments, and recommendation for each tree inspected.
3. Firm shall develop a system of marking trees in field that is highly visible and notes risk level.
4. Firm shall provide a tree inventory for each road affected by the Campfire. Inventory shall include quantities, coordinates, condition, size and species of trees.
5. Firm shall include trees that are a hazard to the District right-of-way, only after a Right of Entry has been obtained.
6. Firm shall include all information required to determine eligibility for FEMA Public Assistance related to hazardous trees such as, but not limited to; size, damage, hazardous limbs, and possibility of hazardous stump.
7. Firm shall note if observed damage appears to be fire related.
8. Firm shall prioritize hazard and subsequent removal into three general categories:
 - a. High Hazard / Immediate Removal
 - b. Hazardous / removal needed- not immediate
 - c. Potentially hazardous- inspect in two years

3 PROPOSAL FORMAT AND CONTENT

Responses to the Request for Proposals must follow the requirements set forth in this section. Failure to adhere to these requirements or inclusion of conditions, limitations, or misrepresentations in a response may be cause for rejection of the submittal.

3.1 Proposer Admonishment

Proposers are considered any firm, team of firms, or individuals that are responding to this solicitation. Proposers are reminded that it is their responsibility to:

- ✓ Read carefully, all of the content of this entire document and address all requirements and follow all procedures of this Request for Proposal (RFP).
- ✓ Ask for clarification before final due date of questions.
- ✓ Immediately inform the District of any problems with this Solicitation.
- ✓ Be complete in response.
- ✓ Submit all responses by the required dates and times.

3.2 District Notices

3.2.1 Miscellaneous

All Proposers responding to this RFP shall note the following:

- a. All work performed for Paradise Irrigation District, including all documents associated with the project, shall become the exclusive property of Paradise Irrigation District.
- b. The selected firm is expected to perform and complete the project in its entirety.
- c. Any and all costs including travel, arising from development and delivery of a response to this RFP incurred by any proposing firm shall be borne by the firm without reimbursement by Paradise Irrigation District.

- d. The opening of proposals in response to this Solicitation is not subject to attendance by the general public.
- e. The successful Proposer must be prepared to begin work within two weeks following execution of the contract and is expected to complete the project in its entirety.
- f. Issuance of this Solicitation in no way constitutes a commitment by the District to award a contract. If the District determines it is in its best interest to do so, no Proposer may be selected and no contract may be executed.
- g. Upon acceptable negotiations and contract award, the Proposer shall be required to execute the standard District Contract and comply with District insurance requirements. The District may modify the contractual requirements of the contract prior to execution of a contract for services.
- h. The District reserves the right to request additional information from Proposers that have submitted a response to this Solicitation and to enter into negotiations with more than one Proposer should a contract be awarded, or to award a purchase order or contract to the Proposer(s) with the most favorable quotation without conducting negotiations. The District reserves the right to award more than one contract if it is in the best interest of the District.
- i. The District reserves the right to reject any or all submittals received if the District determines that it is in its best interest to do so. Further, the District may cancel or amend this Solicitation at any time and may submit similar solicitations in the future.
- j. The District may reject any submittal that does not meet all of the mandatory requirements of this Solicitation, is conditional, or is incomplete.
- k. The District may request clarification of any submitted information and may request additional information on any or all responses provided, and may waive minor inconsistencies deemed to be irrelevant.
- l. Firms that submitted a proposal in response to an RFP, but were unsuccessful in their attempt to obtain a contract or recommendation for contract award, may request a debriefing to learn the general reasons for selection of a competitor for contract award. Requests for debriefings shall be directed to the Paradise Irrigation District, 6332 Clark Road, Paradise, CA 95969. Debriefings may be conducted via telephone, Email, or during a face-to-face meeting at the District offices in Paradise, California.
- m. Firms that have received a debriefing, but continue to feel aggrieved in connection with the solicitation or award of a contract, may submit a protest to the District Manager. All protests must be made in writing, signed by an individual authorized to sign the submitted proposal, and must contain a statement of the reason(s) for the protest: citing the law, rule, regulation, or procedure on which the protest is based. Proposer's capabilities, project characteristics and/or pricing features that were not included in the firm's proposal shall not be introduced during the protest process. The protest shall be submitted within seven (7) working days after such aggrieved firm knows, or should have known, of the facts giving rise thereto, or within seven working days following the debriefing.

3.2.3 Disclosure of Information

All information and materials submitted to the District in response to this RFP may be reproduced by the District for the purpose of providing copies to authorized District personnel involved in the evaluation of the proposals. Once a Contract is executed, the California Public Records Act limits the District's ability to withhold data relating to proprietary information or trade secrets, as defined by statute. If a firm's proposal contains any such proprietary information or trade secret that the firm does not want disclosed to the public, subsequent to the execution of the Contract, each sheet of

such information SHALL be marked by the firm as “proprietary information” or “trade secret.” If, after the Contract is executed, a third party requests a copy of any firm’s proposal and such documents contain material marked “proprietary information” or “trade secret,” the District shall withhold that information if it meets the statutory definition of proprietary information or trade secret and the firm agrees to defend, indemnify, and hold harmless the District, its officers, volunteers and employees from liability of any nature or kind due to the use of any copyrighted or uncopyrighted composition, trade secret, patented or unpatented invention, article, service or appliance furnished or used as a result of this Solicitation, and any potential subsequent purchase order or contract. Your submission of a response is considered your consent to the District’s disclosure of the submitted information.

3.3 FEMA Funding Requirements

The following requirements are required for this contract to be reimbursable with FEMA funds. Proposing firms are required to follow these requirements.

3.3.1 Small and Minority Businesses, Women’s Business Enterprises, and Labor Area Surplus Firms

For any proposing firm that is including subconsultants, subcontractors, or other contracting with other firms or entities to fulfill any services under this agreement, the proposing (Prime) firm shall follow the following procurement practices to encourage and enhance participation by Small and Minority Businesses, Women’s Business Enterprises, and Labor Area Surplus Firms.

There are no set-asides, quotas, or mandatory participation of any firm for any reason. This is an open and competitive solicitation.

- i. Solicitation Lists. The Prime Firm must place small and minority businesses and women’s business enterprises on solicitation lists. 2 C.F.R. § 200.321(b)(1).
- ii. Solicitations. The Prime Firm must assure that it solicits small and minority businesses and women’s business enterprises whenever they are potential sources. 2 C.F.R. § 200.321(b)(2).
- iii. Dividing Requirements. The Prime Firm must divide total requirements, *when economically feasible*, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women’s business enterprises. 2 C.F.R. § 200.321(b)(3).
- iv. Delivery Schedules. The Prime Firm must establish delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women’s business enterprises. 2 C.F.R. § 200.321(b)(4).
- v. Obtaining Assistance. The Prime Firm must use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce. 2 C.F.R. § 200.321(b)(5).

3.4 Prevailing Wages

The scope of work associated with this procurement involves arborist services that include evaluation and marking of trees, and does not include tree trimming, tree felling, and landscape

maintenance. The work is professional in nature and not considered covered work under the labor code. Prevailing Wages under the CA Labor Code are considered not applicable for this contract.

3.5 Submittal Requirements

Use 8-1/2" x 11" sheets (11x17" landscape format fold outs are acceptable for charts, images etc.). Type size must be large enough to be easily legible, but shall not be smaller than 10 point. Type of font is unregulated.

Submissions shall contain at least two (2) signed, bound hard copies, printed material on 8-1/2" x 11" paper. One (1) electronic copy shall also be provided in CD or thumb drive format.

Signature of someone authorized to sign an agreement for the firm or entity submitting the proposal shall sign the cover letter.

Submissions may also include color and fold out charts and graphs, if proposer feels needed to adequately present material. Fold-out pages are not required at all.

While page numbers are not limited in the proposals, evaluations will account for efficient and succinct prose and diction.

3.6 Submittal Deadline

Proposals shall be submitted on or before February 8, 2019, by the close of business, 4:00 p.m. Pacific Standard Time (PST).

3.7 Minimum Mandatory Proposal Contents

Submitted Proposals must include the following materials and information. The order or sequence of this material is not regulated, but rather is left to the discretion of the proposer to provide in a format and sequence that is believed to best communicate the information.

3.7.1 Cover Letter

Provide a maximum two-page Cover Letter and introduction, which shall include the name and address of the Proposer submitting the proposal, together with the name, address and telephone number of the contact person who will be authorized to make representations for the proposer, the Proposer's federal tax ID number and a list of subcontractors, if any. The cover letter shall include a statement that the proposal is valid for 60 days after receipt, and if there are any exceptions to the services proposed.

If there are any reservations or requested modifications to the model contract, please make note of this in the Cover Letter.

3.7.2 Table of Contents

Provide a detailed Table of Contents and shall include an outline of submittal, identified by sequential page number and by section reference number and section title as described therein.

3.7.3 Consultant Firm Capabilities, and Organization

Provide a description of the Proposer's firm or team of firm's history and range of services and resources for successfully developing and completing this project. Please describe how the firm is organized, and how the personnel associated with this proposal fit into the organization. If proposal includes multiple firms, please explain how the firms and respective personnel are organized.

3.7.4 Experience Summary

Provide a description of the Proposer's experience in similar services as described in the Scope of Services. Experience and focus in the public sector is of vital importance. The District is looking to partner with a firm that has years of experience providing the stipulated services.

A resume(s) should be included for any key personnel to be assigned to this project.

Describe related past projects completed along with a discussion comparing similarities with this proposed project. Please provide a comprehensive narrative history of the firm(s) and its experience in providing similar services listed in the scope of services.

This section shall also contain a comprehensive list of references preferably including municipalities or government agencies wherein similar services were performed. At a minimum, the following information must be included for each client reference:

- ✓ Client name, address, contact person name, telephone number, fax number and email address.
- ✓ Detailed description of services provided similar to the services outlined in the Draft Scope of Work.

3.7.5 Scope of Services

3.7.5.1 Project Understanding

Provide a brief discussion clarifying the firm(s)'s understanding of the requested work. Provide limitations of the firm(s) and other expectations in context to the scope of services for this proposal.

3.7.5.2 Draft Scope of Work

Please provide a Scope of Work that represents the level of effort and expectations listed in the cost proposal. The intention of this draft scope is for the proposer to provide their proposed items of work to complete the project, and demonstrate their knowledge and competency of the requested work. This is also the opportunity for the proposing firm(s) to provide their expectations of what they will do, or note questions that need to be answered before completing an agreement. This scope is expected to be discussed and potentially negotiated with the highest ranked proposer prior to incorporation into a contract.

Should there be any tasks that are expected to be performed by the District, these should also be clearly described as District tasks in the Draft Scope of Work. All proposed reimbursable expenses should be included in the Draft Scope of Work.

If the proposer would like to propose items of work that may not be mentioned otherwise in this solicitation, please identify these tasks or subtasks as “optional” task items to help differentiate this work.

3.7.6 Proposed Conceptual Timeline

Based on the Draft Scope of Work, please provide an associated timeline that addresses an approximate rate at which your Firm(s) can rate trees. This rate will obviously depend on several factors; please provide a general discussion on what your Firm considers as critical factors and the relative impacts they have.

3.7.7 Cost Proposal

Proposer should submit a proposal setting forth the defined costs for services. Proposed costs must include hourly rates as set forth in the Cost Proposal Form attached hereto as Attachment B.

4 SELECTION PROCESS

Selection will consist of evaluating qualifications based on those items presented in Section 4.1. The selection committee will be comprised of District representatives.

4.1 Evaluation Criteria

Criteria may include, *but are not limited to*: Experience, Capability and Availability of Staff, Understanding the Problem and cost. Refer to the evaluation-scoring table below and the following descriptions.

1. Experience: Does the Proposer have sufficient similar experience in the kind of work required? Does the Proposer have a reputation of being reliable, delivering on schedule and performing tasks to the satisfaction of its clients?
2. Personnel: Does the firm employ quality personnel that will directly be involved in this project possess the credentials and experience to successfully complete all tasks? What is their availability? Are references able to corroborate statements?
3. Reasonableness of Cost and Price: Are the quoted rates complete with other proposals received?
4. Proposal Format: Is the Proposal legible and complete? Is the proposal professional in nature?
5. Project Approach and Scope of Work: Does the submitted approach and/or scope of work meet the project criteria?

Preference based on location is prohibited by FEMA; no preference for local firms will be made.

Table 1: Evaluation Criteria	CRITERIA	WEIGHT
	Related Experience	20%
	Qualifications of Personnel	30%
	Reasonableness of Cost and Price	10%
	Proposal Format: (Completeness)	10%
	Approach and Scope of Work	30%
	Total:	100%

4.2 Tentative Procurement Schedule

ANTICIPATED DATE (SUBJECT TO CHANGE)

EVENT/ACTION	
Solicitation Publication	January 18, 2019
Final Date to Submit Questions and Requests for Clarification	January 31, 2019
Questions Answered via Addendum(s)	February 1, 2019
RFP Submittals Due	February 8, 2019
Preliminary Evaluation Completed	February 11, 2019
Evaluation Completion	February 14, 2019
Award of Contract	February 20, 2019

4.3 District Contact Information

Any and all communication regarding this Solicitation shall be via email to the District Manager at kphillips@paradiseirrigation.com.

4.4 Questions:

Questions and requests for clarification may only be submitted via the above listed email address. Questions and the corresponding answers will be available to all potential Proposers and other interested parties. Questions shall be submitted no later than **February 1, 2019**. The District will provide answers and clarifications by posting an addendum(s) through the email by **February 2, 2019** so all Responders receive consistent information. It is the responsibility of all interested firms to access the website for this information. **Questions received after February 1, 2019 will not be answered.**

END OF REQUEST FOR PROPOSAL