



Amador Resource Conservation District
12200 B Airport Road, Jackson CA 95642

REQUEST FOR PROPOSAL

REGISTERED PROFESSIONAL FORESTER FOR PRIVATE PROPERTY INSPECTIONS AND PROJECT WORK FOR THE AMADOR RESOURCE CONSERVATION DISTRICT

Project Overview:

The Amador Resource Conservation District (ARCD) is seeking proposals from an independent contractor, Registered Professional Forester (RPF) with the following qualifications: strong organizational and collaborative skills, experience identifying bark beetle mortality, experience working with private landowners. The contractor will serve as the RPF for two Amador RCD projects providing financial assistance to private landowners to remove hazard trees. The RPF should be aware and knowledgeable of Amador County stakeholders and the Tree Mortality issues in the County.

The RPF will be an independent contractor providing services under contract with ARCD, a local district of the government. At the conclusion of the Request for Proposal (RFP) process the successful candidate will sign a contract with ARCD. The RPF will not be considered an employee of ARCD for any purposes. The RPF will have the right to perform services for others during the term of this agreement. ARCD sets priorities and determines what tasks are to be performed, but RPF will have the sole right to control and direct the means, manner, and method by which the services required by the contract will be performed. ARCD shall not require the RPF to devote full time to performing the services required by this agreement.

This contract position is entirely funded through grants. Activities will be limited to those authorized by grant contracts, including but not necessarily limited to the following:

- Project Planning
- Stakeholder Involvement
- Reimbursement Application/Landowner Packet Development
- Homeowner Site Visits/ Follow-up Site Visits

This Request for Proposals solicits applications from interested individuals and includes qualifications, approach, scope, and costs for the subject work.

Project Scopes:

Low Income Hazard Tree Abatement Agreement #5GA16103

The Amador Resource Conservation District (ARCD), along with the Amador County Department of Social Services has identified a significant assistance need for low income households living in the High and Very High Fire Hazard Severity Zones due to the growing epidemic tree mortality in the ~2,500' to 4,000' elevation belt in Amador County.

Given the financial hardship of removing hazard trees within mobile home parks this project focuses on providing assistance to residents within mobile home parks within the Pine Grove, Pioneer, and Volcano communities (Project Area). This program will also aim to assist low-income households that are not within mobile homes. Qualifying individual households will be able to apply for assistance to remove hazard trees.

Grant funds will be used to provide a 33% - 50% cost share to low-income households and mobile home parks to mitigate hazard trees that threaten inhabited structures. An estimated 280 hazard trees will be removed with this grant funding. Given the high density of mobile home parks, ARCD estimates that 100- 280 households would benefit from this effort (using a \$1200 per tree estimate). The total amount of site visits and trees removed will vary depending on cost of tree removal and amount of hazard trees on the property. Amador RCD is working with Meadow Pines Mobile Home Park, who has a recorded ~320 dead trees on the 18 acres. The District will work with this Mobile Home Park to assist removing hazard trees, which will limit the amount of site visits needed for this project.

Buckhorn Ridge Hazard Tree Abatement Agreement #5GA16102

The Project Area consist of the private property parcels located along the county roads and tributary road along Buckhorn Ridge Road, Pioneer Creek Road and Carson Drive. Buckhorn Ridge Road creates a loop off of highway 88 with Pioneer Creek Road, Carson Drive is located west of Buckhorn Ridge Road. Within the Project Area Buckhorn Ridge Road and Pioneer Creek Road are a total 3.4 miles of county road, there are 6.9 miles of non-county tributary roads. Carson Drive and related county roads make up 1 mile of county roads, with a total of 1.15 non-county tributary roads. This area is made up of mixed coniferous forest with an average lot size of 2 acres. Nearly 60% of the roads are privately owned and not part of the County system. Analyzed at the average 2-acre parcel level, the prevalence of mortality ranges from 0 - 84 dead trees per parcel.

To accelerate the removal of hazard trees in the Project Area, we will offer each participating homeowner an incentive that will subsidize 33% of the cost to abate each hazard tree (up to 5 trees per homeowner) that threatens their homes. On average, it is anticipated the subsidy will reduce the homeowner cost from \$1,200 to \$800 per hazard tree. The grant award is expected to subsidize the removal of 420 of the homeowner-responsibility dead trees on 84 - 420 properties (using a \$1200 per tree estimate). The total amount of site visits and trees removed will vary depending on cost of tree removal and amount of hazard trees on the property.

Background:

This project will accelerate the removal of hazard trees in the Volcano, Pine Grove, and Pioneer communities, including low-income and mobile home parks. Given the financial hardship of removing hazard trees due to drought and bark beetle this project will provide reimbursement to landowners. The RPF will schedule site visits with homeowners, perform site visits to access hazard trees on the property, and conduct follow up site visit and mark removed trees.

Duties and Responsibilities:

Under general direction of the Amador Resource Conservation District Board of Directors and ARCD District Manager, the RPF will serve as the project lead. Specific program activities will be prioritized through consultation with the Board and District Manager consistent with the Scope of Work.

Scope of Work:

As directed and with prior authorization:

Task 1: Coordinate with stakeholders (PG&E and the County (Tree Mortality Task Force, Public Works, Amador Fire Protection District, etc.).

Task 2: Provide assistance in the development of the “Landowner Packet” and application for the Low-Income Project and the Buckhorn Ridge Project. Landowner Packet will include: application, instructions, right of entry, Tree Removal Contractor list, sample tree service contract, and criteria for tree removal.

Task 3: Field calls and schedule appointments for applicants to the projects.

Task 4: Conduct pre-removal and post-removal site visits.

Pre-Site Visit: Confirm tree mortality, mark potential trees for removal, coordinate with other tree removal programs (Amador County, and PG&E), interface with landowner about details of the project, provide report of pre-site visit to the District.

Post-Site Visit: Confirm removal of hazard tree, mark stump, provide report of post-site visit to the District.

Qualifications:

Provide a statement of qualifications, certifications, and work history demonstrating the knowledge, skills and abilities to adequately and efficiently complete this Scope of Work.

Please address each of the items specifically and individually.

Insurance Requirements:

As required for a Contract for Services with the County of Amador, the Contractor shall require:

(a) Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury or property damage.

(b) Workers’ Compensation and Employers Liability: (If employing workers) Workers’ Compensation limits as required by the Labor Code of the State of California and Employers Liability limits of One Million Dollars (\$1,000,000) per occurrence.

The contract shall require the Contractor to maintain such insurance and to indemnify ARCD against claims arising from the Contractor’s performance of the contract.

Contract Term:

The contract term will run until the completion of the work plan. The anticipated term in March 1st 2017 – December 31, 2017, unless mutually agreed to be extended.

Products:

All work papers, drawings, internal memoranda, computer data sets, graphics, photographs, and any written or graphic material, however produced, prepared by the Contractor in connection with performance of services hereunder shall be, and shall remain after termination of this Contract, the property of the ARCD and may be used by ARCD without further compensation.

Proposal Evaluation and Selection Criteria:

RPF candidates will be evaluated based on the submission of the following required information:

1. Name and address of individual and/or applicant with e-mail, and phone number.
2. History and background.
3. Familiarity and experience with:
 - Project Implementation
 - Amador County Stakeholders
 - Understanding local tree mortality issues, including identifying dead/dying trees due to bark beetle infestation.
4. Demonstrated relevant experience and technical competence in the Scope of Work outlined above.
5. Anticipated availability and time limits (if any) per week, per month, and annually.
6. Demonstrated relevant experience and technical competence in collaboratively working with landowners
7. Qualifications or certifications issued by the State of California as appropriate.
8. A lump sum cost proposal. Cost estimates may be based upon a flat hourly rate or may include different hourly rates for various activities including travel, participation in community and fire department and other public meetings, document preparation or research, etc.
9. List of 2 most recent references and former clients. If there are time period gaps between references provided, explain the time gap(s).

The ARCD will review proposals to recommend the best candidate for Board approval.

ARCD reserves the right to:

1. Reject any or all candidates.
2. Request clarification of any submitted information.
3. Waive any informalities or irregularities in any qualification statement.
4. Not enter into any contract.
5. Not select any candidate.
6. Cancel this process at any time.
7. Amend this process at any time.
8. Interview candidates prior to award.
9. Negotiate all final terms and conditions of any agreements entered into.
10. Issue similar RFP's or RFQ's in the future.
11. Request additional information during the process.

Proposal Application and Submission:

Copies of this Request for Proposals are available on the Amador Resource Conservation District website at: AmadorRCD.org

Electronic copies of the proposal package addressing all criteria **must be received by March 3rd, 2017** delivered to the following email address: **Amanda@AmadorRCD.org**

Selection is anticipated being made in March, 2017

If you have further questions about this Request for Proposals, please contact Amanda Watson at (916) 612-5163 or amanda@AmadorRCD.org