



REQUEST FOR PROPOSALS
FOR CONTRACTED SERVICES TO THE AMADOR RESOURCE CONSERVATION DISTRICT
2024-2025 ARCD – ARCD Bird & Bat Wildlife Structures Project

RELEASE DATE: **July 11th, 2024**

CLOSING DATE: Proposals must be emailed to the address below no later than **July 18th, 2024, 5pm.**

PROJECT TITLE: ARCD Bird & Bat Wildlife Structures Project

CONTRACT PERSON:

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

INTRODUCTION: A grant received by the California Association of Resource Conservation Districts (CARCD) from the California Wildlife Conservation Board (WCB) has been awarded to the Amador RCD (Amador Resource Conservation District) for the purposes of installing and monitoring bird and bat nesting habitat on private property across the tri-county area of Amador, Calaveras, and Tuolumne Counties. This grant will award up to 140 bird and bat wildlife structures to be installed to landowners in the tri-county area for the purpose of encouraging bird and bat nesting or roosting activity in underutilized, but otherwise prime habitat conditions. Awarded landowners will install structures on existing trees and structures, and maintain the wildlife structures for the duration of the grant term. The Amador RCD Wildlife Structures contractor activities will facilitate the award selection, construction, and maintenance of the wildlife structures.

PURPOSE: To provide bird and bat wildlife species vital nesting or roosting structures to successfully utilize otherwise prime habitat conditions. To provide habitat support to rare avian species in the tri-county area. To encourage raptor and owl predatory behavior for pest control of unwanted rodents by providing needed habitat components, reducing landowner need and use of pesticides.

PROPOSAL: The Amador RCD expects to award and distribute 140 bird and bat wildlife structures throughout 2024 and 2025. Wildlife structures eligible for award include bluebird, wood duck, barn owl, and kestrel nesting structures, bat boxes, and raptor roosting structures. The project will end on February 28th, 2027, with wildlife structure award selection and distribution to be completed by December 19th, 2025. This Request for Proposal (RFP) is to contact qualified businesses capable of providing wildlife structure technical assistance and construction services to Amador, Calaveras, and Tuolumne Counties residents from August 2024-December 2025.

Wildlife Structures Award Selection and Distribution Process:

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1. Amador, Calaveras, and Tuolumne Counties landowners submit award interest and property habitat assessment to Amador RCD at [ARCD Wildlife Structure Interest Form](#).
2. Amador RCD conducts initial intake calls and pre-site assessment with landowners.
3. Amador RCD assigns wildlife structure applicants to contractors.
4. Contractor and applicant arrange a scheduled on-site survey for habitat evaluation, and finalization of wildlife structure selection and placement.
5. Contractor performs on-site surveys and updates the ARCD online database with structure and location notes, then submits a monthly invoice to ARCD of completed on-site survey visits.
6. ARCD and selected landowners sign award contracts.
7. Contractor constructs wildlife structures with complementary installation and maintenance guides, and distributes structures and guides to awarded landowners, then submits a monthly invoice to ARCD for construction and distribution labor and costs.

RESPONSIBILITIES / SCOPE OF WORK

Bidders will be able to submit a proposal for one or any combination of the below Project Components.

Project Component 1: On-Site Surveys & Reporting

The contractor will provide wildlife structures survey services for award selection to private Amador, Calaveras, and Tuolumne County residents and must have the flexibility to work some weekends. Award selection will occur in two phases, phase one in 2024, and phase two in 2025.

The ARCD has received 60 landowner applicants for the 2024 award selection. Applicant property sizes vary from 0.17 to 135 acres, with a median property size of 5 acres and average property size of 12 acres. Large properties demonstrating suitable habitat may be eligible to receive more than one wildlife structure.

The Amador RCD Natural Resources Specialist will provide the contractor with pre-assessment notes of property habitat and management activities, potential suitable wildlife structures and installation locations identified by the landowner and satellite imagery. On-site surveys will be for the purpose of determining final placement of wildlife structures, and will not be for the purpose of a full property evaluation.

Contractor shall provide a vehicle, computer, internet access, and necessary survey tools.

Contractor will staff appropriate personnel to implement the on-site survey efficiently and safely. The contractor is responsible for their staff safety and sanitary needs. The contractor is responsible for maintaining public safety with respect to pedestrians, and traffic. Contractor will not survey when weather conditions present a clear health hazard.

On-site survey activities will be for the following purposes:

1. Wildlife Structure Species Confirmation
2. Wildlife Structure Location Confirmation
3. Habitat Evaluation - Contractor will confirm quality and suitability of property habitat for selected wildlife structure and associated species.

Contractor will refer to USDA NRCS Practice Standard 649 Wildlife Structure in the determination of wildlife structure species and structure placement.

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Contractor will complete a survey entry in the ARCD online project database at the time of on-site surveys, to include the following: landowner name, survey date, job start and end times, habitat quality, wildlife structure type, and identified wildlife structure placement location with accompanying geotagged photo.

The ARCD will provide the selected contractor with data entry training for the ARCD online project 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 identified wildlife structure placement geotagged photo to complete the service invoice over the web-based platform.

Project Component 2: Wildlife Structure Construction & Distribution

The contractor will provide woodworking skills and services for the construction of bird and bat wildlife structures, including bluebird, wood duck, barn owl, and kestrel nesting structures, bat boxes, and raptor roosting structures.

Contractor will complete the service request for each submitted wildlife structure within 30-days of receipt, unless agreed upon by the ARCD contact person.

Contractor will refer to USDA NRCS Practice Standard 649 Wildlife Structure in the design and construction of the wildlife structures.

Contractor shall provide necessary tools and materials for constructing the wildlife structures. Contractor will staff appropriately skilled and knowledgeable personnel to construct wildlife structures efficiently and safely. The contractor is responsible for their staff safety and sanitary needs.

Upon completion, the contractor will provide distribution of the wildlife structures services to the awarded private Amador, Calaveras, and Tuolumne County residents.

Project Component 3: Installation and Maintenance Guides & Guidance

The contractor will write wildlife structure installation and maintenance guides complementary to awarded wildlife structures. The contractor will distribute guides to awarded Amador, Calaveras, and Tuolumne residents at the time wildlife structures are distributed to awardees. The contractor may need to provide additional verbal technical support to awarded Amador, Calaveras, and Tuolumne residents who require additional assistance.

Physical installation and maintenance of wildlife structures are the responsibility of the awarded landowner, any assistance by the contractor with the physical labor of these activities will not be reimbursed by the ARCD.

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)	July 11th, 2024
Proposals Due	July 18th, 2024
Contract Award	July 23rd, 2024

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Agreement Signed	July 26th, 2024
Contracted Services Begin	August 1st, 2024
Anticipated Grant Funds Expended	December 19th, 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.

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 approach to conducting on-site wildlife structure surveys and reporting, constructing and distributing wildlife structures, and providing installation and maintenance guidance. Contractor shall indicate equipment, staff, and facilities required for the construction and distribution of wildlife structures and guides.**
4. Qualification: The contractor will indicate their work experience relating to the ARCD Bird and Bat Wildlife Structures Project, including work in which the contractor represented another entity and dealt one-on-one with private 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 ARCD Bird and Bat Wildlife Structures Project including names, phone numbers or email addresses if applicable.
6. Cost Proposal: Bidders will be able to submit a proposal for one or any combination of the below Project Components. Please indicate in your proposal which Project Components you are bidding on. Please provide the rates for each of the below listed services in the provided table:
 - **Project Component 1: On-Site Survey per Site Costs**: The contractor shall provide a proposal based on a per site for on-site surveys and associated reporting. The contractor shall provide a proposal based on a per unit rate for equipment and personnel. The bid rate should be a “fully burdened” rate including both direct and indirect overhead costs and travel time.
 - **Project Component 2: Wildlife Structure Construction & Distribution Cost**: Unit cost per following wildlife structure:
 - Bluebird Nest Box
 - Wood Duck Nest Box
 - Barn Owl Box
 - Kestrel Box
 - Bat Box
 - Raptor Perch

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Contractor shall provide a proposal per structure type based on equipment, materials, labor, and distribution costs. The bid rate should be a “fully burdened” rate including both direct and indirect overhead costs.

- **Project Component 3: Installation & Maintenance Guide Costs:** Unit cost per guide providing wildlife structure installation steps and maintenance steps. The bid rate should be a “fully burdened” rate including both direct and indirect overhead costs.

Project Component	Unit	Per Unit Cost
1: On-Site Surveys	Per Site	\$
2. Wildlife Structure Construction & Distribution	Unit	Per Unit Cost
	Bluebird Nest Box	\$
	Wood Duck Nest Box	\$
	Barn Owl Box	\$
	Kestrel Box	\$
	Bat Box	\$
	Raptor Perch	\$
3. Installation & Maintenance Guide Costs	Unit	Per Unit Cost
	Installation Guide	\$
	Maintenance Guide	\$

7. **Driving Record and Insurance:** Contractor must maintain a valid license. If selected, the contractor must provide proof of auto, and liability and worker’s compensation insurance.
 - 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.

PROPOSAL SUBMISSION: Bids must be emailed to Anna@AmadorRCD.org by close of business, 5pm on July 18th, 2024.

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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 Americans 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.