



Napa County Resource Conservation District

1303 Jefferson St., Ste. 500B

Napa, California 94559

Phone: (707) 252-4189

NapaRCD.org

REQUEST FOR PROPOSALS

Professional Services for Removal of Vines and Related Infrastructure at Huichica Creek Vineyard

Deadline for Submission

5:00 p.m., Friday, February 25, 2022

BACKGROUND INFORMATION:

The Napa County Resource Conservation District ("Napa RCD") owns and operates an 11-acre research and education vineyard in Napa County's Los Carneros AVA. Planted in the mid-1990s, 9.6 acres of wine grape vines are now unproductive and diseased, so Napa RCD wishes to remove these vines and all related infrastructure.

Napa RCD is soliciting Proposals from Contractors providing professional services for the activities specified in the Scope of Services and Vineyard Map (see Attachments A and B, respectively).

Additional details of the vine removal would be determined during development of an Agreement, including schedule for completion of the specific project and payment provisions.

DESIRED OUTCOMES:

Napa RCD desires to hire one Contractor based in Northern California who has the capacity to remove vines and related infrastructure from vineyard properties, execute contracts, and efficiently deliver services. Attachments A and B further describe the services sought through this Request for Proposals ("RFP").

SCHEDULE:

To the extent achievable, the following schedule shall govern the Request for Proposals. Napa RCD reserves the right to modify the dates below, and will notify all known respondents of any schedule changes.

1. RFP released: Wednesday, January 19, 2022 at 5:00 p.m.
2. Bid walk: Friday, February 4, 2022 (or depending on availability)
3. Deadline for submission of questions: Tuesday, February 8, 2022 at 5:00 p.m.

All questions should be submitted via email to: Miguel Garcia, miguel@naparcd.org



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4. Answers to questions released: Friday, February 11, 2022 at 5:00 p.m.
Firms interested in this RFP may email Miguel Garcia, miguel@naparcd.org, to be included on an email list to receive answers to questions and any RFP Addendum(s) generated.
5. Proposals due: Friday, February 25, 2022 at 5:00 p.m.
Responses shall be submitted by email to Miguel Garcia, miguel@naparcd.org, as a single PDF file containing all required contents. Hard copy responses will not be accepted.
6. Interviews conducted: TBD, only if necessary.
7. Successful respondent notified: Friday, March 4, 2022 at 5:00 p.m.
8. Contract executed: beginning of March 2022.

SUBMISSION REQUIREMENTS:

Responses shall be submitted by email to Miguel Garcia, miguel@naparcd.org, as a single PDF file containing the following required contents. Hard copy responses will not be accepted. Responses are due Friday, February 25, 2022 at 5:00 p.m.

1. Cover Letter (no longer than ½ page)
The cover letter should convey a clear understanding of the requirements and objectives.
2. Qualifications
Describe experience and qualifications related to removing wine grape vines and related infrastructure. Additionally, indicate what relevant professional licenses you hold and the license numbers and whether your firm is located within Napa County, or would require travel/housing while doing field work.
3. Cost Estimate and Fee Schedule
This section should identify the estimated total cost for the Scope of Services, as well as billing rates for labor and expenses associated with the work. As much as possible provide expenses as per hour/day or per acre costs.
4. References or Examples
Before and After photos or contact information for up to three clients within the last 5 years who can attest to the work.
5. Debarment or other Disqualification:
Respondent must disclose any debarment or other disqualification as a supplier or vendor for any federal, state, or local entities. Respondent must describe the nature of the debarment/disqualification, including where and how to find such detailed information.

INSURANCE REQUIREMENTS:

Contractor, at Contractor's sole cost and expense and for the full term of the resultant contract or any extension, shall procure and maintain insurance, as specified in this section, against claims for injuries to persons and damage to property that may arise from or in connection with any



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activities of the Contractor undertaken pursuant to this RFP. If awarded the contract, the Contractor agrees to submit proof that Napa RCD is named as an additional insured by separate endorsement.

1. Minimum Scope of Insurance. Coverage shall be at least as broad as:
 - a. Insurance Services Office ("ISO") Commercial General Liability coverage, occurrence basis (Form CG 00 01) or comparable.
 - b. Automobile Liability coverage: ISO Form Number CA 0001, Code 1 (any auto).
 - c. Workers' Compensation insurance as required by the Labor Code of the State of California, and Employer's Liability insurance.
2. Minimum Limits of Insurance. The grantee shall maintain coverage limits no less than:
 - a. General Liability (Including operations, products and completed operations, as applicable): \$1,000,000 per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the activities under this agreement, or the general aggregate limit shall be twice the required occurrence limit.
 - b. Automobile Liability: \$300,000 per accident for bodily injury and property damage.
 - c. Worker's Compensation and Employer's Liability: Worker's compensation as required by law and Employer's Liability of no less than \$1,000,000 per accident for bodily injury or disease.
3. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by Napa RCD's Executive Director.

EVALUATION CRITERIA:

The following criteria will be used by Napa RCD and its partners in evaluating Proposals:

1. Experience and demonstrated competence of the practices outlined in the Qualifications section of this RFP.
2. Reference recommendations.
3. Comprehensive Cost Estimate and Fee Schedule
4. Thoroughness of submission.

Napa RCD reserves the right to award a contract based on written responses only; however, oral presentations and written questions for further clarifications may be required of some or all of the respondents.

Payment of California Prevailing Wage is required. In accordance with Section 1774 of the Labor Code, the prevailing wage rates for classifications of labor to be employed in the work have been determined and copies of the applicable determinations are on file at the Napa County Public Works



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Office and may be reviewed upon request. Workers must be paid at the rates at least equal to the prevailing wage.

RIGHT TO REJECT PROPOSALS:

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the agreement between Napa RCD and the firm selected. Napa RCD reserves the right without prejudice to reject any or all proposals.



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ATTACHMENT A: SCOPE OF SERVICES

GEOGRAPHIC SCOPE:

Work will take place at Huichica Creek Vineyard (2135 Duhig Rd. Napa, CA 94559). A property map is included in Attachment B.

TECHNICAL SCOPE:

Work will require the following:

1. Remove and properly dispose of all drip irrigation lines.
2. Remove and properly dispose of treated wood and metal end posts.
3. Allow soil to be sufficiently dry before beginning removal of vines to minimize soil disruption.
4. Remove vines with as little soil disruption as possible from vineyard blocks A, B, C, E, and G (9.6 acres). Attachment B, Vineyard Map, shows the location of blocks. All necessary measures should be taken to minimize the amount of soil in the pulled vines.
5. Build piles of vines of proper size.

ATTACHMENT B: VINEYARD MAP

