

**Date: Monday, July 24, 2023**

## **REQUEST FOR QUALIFICATIONS**

### **On-Call Professional Services for Vegetation Management Projects in Lake and Napa Counties**

#### Deadline for Submission

Monday, August 21, 2023 at 5:00 p.m. PST

#### BACKGROUND INFORMATION:

The Napa County Resource Conservation District (“Napa RCD”) is working in collaboration with the CAL FIRE Sonoma-Lake-Napa Unit and other partners to complete a range of vegetation management projects to improve the health of forest lands and reduce the threat posed from wildland fires in Lake and Napa Counties in the State of California.

Napa RCD is soliciting Statements of Qualifications (“SOQs”) from Contractors providing professional services for one or more of the activities specified in the Scope of Services (see Attachment A) for various projects that shall be developed under “As-Needed Agreements,” depending on funding availability, as early as Fall 2023. Napa RCD will solicit SOQs on an on-going basis no less than every five years. The Scope of Services is not specific to any one project but rather a collection of the types of services and tasks generally needed within the particular disciplines.

All work under the As-Needed Agreements would be initiated by Napa RCD contact. This could occur via telephone conversation, e-mail, or regular mail. Specific details of each work assignment would be determined during project initiation, including the specific project scope of work, schedule for completion of the specific project, fee response, and payment provisions. Napa RCD would then prepare a Work Order to memorialize the agreement reached during project initiation. The Work Order would be signed by Napa RCD and the Contractor prior to the onset of work.

As-Needed Agreements will be funded by grants, contracts, or donations that Napa RCD has received or will receive from external funding sources. Only Napa RCD staff will be authorized to initiate projects or sign work orders under the As-Needed Agreements.

#### DESIRED OUTCOMES:

Napa RCD desires to contract with one or more Contractors specializing in vegetation management and monitoring for forest health, habitat enhancement, and/or fuel reduction projects and have the capacity to quickly execute contracts and efficiently deliver services. A Contractor need not specialize in all services listed in Attachment A. Additionally, the Napa RCD desires to contract with Contractors that are able to work collaboratively with Napa RCD staff where feasible, rather than always taking on the entirety of a project.

#### SCHEDULE:

To the extent achievable, the following schedule shall govern the Request for Qualifications (“RFQ”). Napa RCD

reserves the right to modify the dates below, and will notify all known respondents of any schedule changes.

1. RFQ released: Monday, July 24, 2023 at 8:00 a.m. PST.
2. Deadline for submission of interpretation and/or questions: Monday, July 31, 2023 at 5:00 p.m. PST.  
*All questions should be submitted via email to: alex@naparcd.org*
3. Answers to questions released: Friday, August 11, 2023 at 5:00 p.m. PST.  
*Firms interested in this RFQ may email Alex Wilbanks, alex@naparcd.org, to be included on an email list to receive answers to questions and any RFQ Addendum(s) generated.*
4. Responses/Statement of Qualifications due: Monday, August 21, 2023 at 5:00 p.m. PST.  
*Responses shall be submitted by email to Alex Wilbanks, alex@naparcd.org, as a single pdf file containing all required contents. Hard copy responses will not be accepted.*
5. Interviews conducted: TBD, only if necessary.
6. Successful respondents notified: Friday, September 1, 2023 at 5:00 p.m. PST.
7. Contracts executed: Should Napa RCD choose to enter into a contract with a Contractor, As-Needed contracts will be executed between Napa RCD and the Contractor.

#### SUBMISSION REQUIREMENTS:

Responses shall be submitted by email to Alex Wilbanks, alex@naparcd.org, as a single PDF file containing the following required contents. Hard copy responses will not be accepted. Responses are due Monday, August 21, 2023 at 5:00 p.m. PST.

1. Cover Letter (no longer than 1 page)  
The cover letter should convey a clear understanding of the requirements and objectives, and why the respondent is uniquely qualified to be awarded a contract.
2. Respondent's Qualifications  
Responses to the items in the Scope of Services (see Attachment A). Indicate clearly which technical services your firm proposes to provide either directly or through subcontractors, using the terminology and numbering listed in Attachment A. Additionally, indicate whether your firm is available to work throughout the entire geographic scope listed, or only in specific counties.
3. Proposed Respondent Team  
Please include the qualifications, training, and certifications of the Project Manager, and all other staff and/or subcontractors who will perform the services outlined herein. Include a resume for each listing: education, experience, and expertise in this type of work.
4. Fee Schedule  
This section should identify the current billing rates for listed personnel, as well as other expenses that would be charged in conjunction with the work. As much as possible provide other expenses as per hour, day or per unit costs.
5. Conflicts  
This section should identify whether respondent anticipates it would need to obtain conflict waivers from any existing clients and how respondent anticipates addressing any potential conflicts with respect to any member agencies.
6. References

The names, addresses, and telephone numbers of up to three (3) clients, particularly public or nonprofit sector clients, who have contracted with the respondent for services similar to those described in this RFQ within the last five years.

7. 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 obtain and maintain at least all of the insurance requirements of Napa RCD.

Proof of insurance coverage shall be provided as part of the proposal and shall include the insurance types and required coverages specified below. The Contractor agrees to submit proof that Napa RCD is named as an additional insured by separate endorsement under any awarded As-Needed Agreement.

1. Insurance Services Offices Office Commercial Liability coverage (Occurrence Form CG 0001)
2. Insurance Service Offices Form Number CA 0001 covering Automobile Liability, Symbol 1 (any auto)
3. General Liability: One million dollars (\$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 (with the ISO CG 2503, or ISO CG 2504, or insurer's equivalent endorsement provided to the SRCD) or the general aggregate limit shall be twice the required occurrence limit.
4. Automobile Liability: One million dollars (\$1,000,000) for bodily injury and property damage for each accident limit.
5. The general liability policy shall cover bodily injury and property damage liability, owned and non-owned equipment, blanket contractual liability, and completed operations liability.
6. The automobile liability policy shall cover all owned, non-owned, and hired vehicles.
7. Workers' Compensation and Employer's Liability Insurance: Provide proof of insurance verifying that it is insured (or be qualified self-insured) under the applicable laws relating to workers' compensation insurance, in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any Acts amendatory thereof.

**CALIFORNIA AIR RESOURCES BOARD REQUIREMENTS:**

On November 17, 2022 the California Air Resources Board approved amendment to the In-Use Off-Road Diesel-Fueled Fleets Regulation. Amendments include but are not limited to the following:

- Engine tier and model year phase-out requirements to accelerate the retirement of the oldest and dirtiest engines (Tier 0 through 2). Dates vary by fleet size.
- Restriction on adding vehicles with Tier 3 and 4i engines.
- Requirement starting January 1, 2024, to use R99 or R100 renewable diesel in off-road diesel vehicles.
- Requirements starting January 1, 2024, for prime contractors and public works awarding bodies to obtain and retain a fleet's valid Certificate of Reported Compliance and to not enter into a contract with

a fleet for which it does not have a valid Certificate of Reported Compliance.

- Voluntary compliance flexibility options for fleets that adopt zero-emission technology.

Napa RCD encourages Contractors to provide their Certificate of Reported Compliance at the time of submission. If a Certificate of Reported Compliance cannot be provided at that time, it must be submitted by January 1, 2024. Failure to file a Certificate of Reported Compliance by January 1, 2024 shall result in the immediate termination of any existing contract between Napa RCD and Contractor for cause and Contractor(s) will not be eligible for new or renewed contracts with Napa RCD until it is provided.

#### PREVAILING WAGE REQUIREMENTS:

Not all As-Needed Agreements may be subject to prevailing wage requirements, however Contractor is put on notice that their project/agreement may require California prevailing wage rates pursuant to California Labor Code section 1720 et seq. Any As-Needed Agreement subject to prevailing wages will include provisions identifying the basis and prevailing wage requirements as provided below:

1. If the project is a Public Works Project funded with California State funds, California State prevailing wage rates will be required. Pursuant to California Labor Code 1725.5 all contractors and subcontractors must be currently registered and be in good standing with the California Department of Industrial Relations to be listed on a bid and work on a public works project. All contractors must electronically submit their payroll to the California Department of Industrial Relations and submit their payroll to the Prime Contractor. All contractors and subcontractors working on this project must keep certified payroll records in accordance with California Labor Code 1776. If there are federal funds involved, the higher of the two wage rates will be paid to workers.
2. In accordance with California Labor Code 1720, the Division of Labor Standards and Research has determined the general prevailing rates or wages and employer payments for health and welfare, pension, vacation, travel time, and subsistence pay as provided for in section 1773.8. Holiday and overtime work, when permitted by law, shall be paid for at a rate of at least one and one-half times the above specified rate of per diem wages, unless otherwise specified.
3. It shall be mandatory upon the Contractor herein and upon any Subcontractor to pay not less than the said specified rates to all laborers, workers and mechanics employed by them in the execution of the Agreement pursuant to California Labor Code 1774.
4. Attention is directed to the provisions in section 1777.5 and sections 1777.6 of the California Labor Code concerning the requirement to employ apprentices by all Contractors and comply with the provisions outlined in California Labor Code 230.1.
5. The Contractor shall comply with and shall cause his subcontractors to comply with all laws and regulations governing the contractor's and subcontractor's performance on this project including, but not limited to: anti-discrimination laws, workers' compensation laws, and prevailing wage laws as set forth in California Labor Code, Sections 1720-1861 et seq. and licensing laws, as well as Federal Labor Standards set forth in the Davis-Bacon Act (40 USC 276(a-a5), the Copeland "Anti-Kickback" Act (40 USC 276c; and the Contract Work Hours and Safety Standards Act (CWHSSA) (40 USC 327-333). The contractor is required to include the prevailing wage language in all subcontracts pursuant to California Labor Code 1775(E)(b)(1). The Contractor shall post, at appropriate conspicuous points on the site of the Project, a schedule showing all the determined general prevailing wage rates.
6. The Contractor agrees to comply with California Labor Code Section 1775 (Payment of the Prevailing Wage Rates) and California Labor Code 1776 (keeping accurate records) and Labor Code 1777.5, placing responsibility for compliance with the statutory requirements for all apprenticeable occupations on the prime contractor. The Contractor shall comply with the requirements imposed by the California Labor Code Sections 1720 through 1861 regarding public works projects and prevailing wage laws and sections 16000-16800 of the California Code of Regulations.

7. Contractors and any Subcontractors shall be assessed penalties for violating the following California Labor Codes:
  1. 1815 for underpayment of any hours worked over 8 hours per day or 40 hours a week, with penalties assessed pursuant to California Labor Code 1813 for overtime, \$25.00 per worker per calendar day;
  2. 1775 for underpayment of the prevailing wage, not more than \$200.00 per day per worker, and not less than \$40.00;
  3. 1776 for inaccurate or incomplete payroll records, \$100.00 per each calendar day, or portion thereof, for each worker, until strict compliance is effectuated.

#### EVALUATION CRITERIA:

The following criteria will be used by Napa RCD in evaluating submissions:

1. Experience and demonstrated competence of the identified key areas of service outlined in the Qualifications section of this RFQ.
2. Reference recommendations.
3. Comprehensive 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.

#### RIGHT TO REJECT PROPOSALS:

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal 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.

**ATTACHMENT A:  
SCOPE OF SERVICES**

**GEOGRAPHIC SCOPE:**

Work may take place within Lake and Napa Counties in California.

**TECHNICAL SCOPE:**

Work may require one or more of the following services for a specific project:

1. Vegetation Management
  - a. Hand Treatment
    - i. Use of chainsaws, pole saws, weedwhackers, trimmers, handsaws, rakes, McLeods, Pulaskis, pruning shears, broom pullers, brush cutters, machetes, and/or shovels, etc. to perform thinning, pruning, and invasive species removal
  - b. Mechanical Treatment
    - i. Mowers, chippers, track chippers, track masticators, tractors/skidlers, feller-bunchers, masticators, excavators, and boom-mounted equipment on tracks or tires
  - c. Prescribed Burning – Pile Burning
    - i. Fire apparatus (engines, pickup trucks), water tenders, UTV/ATVs, chainsaws, ignition devices, drip torches, hand tools
  - d. Prescribed Fire – Broadcast Burning
    - i. Fire apparatus, water tenders, UTV/ATVs, chainsaws, ignition devices, drip torches, hand tools
  - e. Specialized Biomass Processing Technologies
    - i. Air curtain burners and forwarders, carbonators, gasifiers, log loaders, log trucks
  - f. Herbicide Application
    - i. Backpack sprayers, UTV/ATVs with sprayer/reservoir tank, personal protective equipment
  - g. Prescribed Herbivory
    - i. Livestock, mobile fencing and water infrastructure, herding animals, related vehicles, animal caretaker
2. Site Preparation, Planting, Maintenance and Habitat Enhancement
  - a. Site preparation for restoration/native planting including control of invasive species and removal of thatch
  - b. Lay out and stake erosion control fiber rolls, blankets, netting, or wattles
  - c. Planting plugs, shrubs, and trees; may require the use of hand tools
  - d. Seeding using a native seed drill or broadcast seeder
  - e. Cage construction and installation for new plantings or naturally regenerated saplings
  - f. Weeding, mulching, and cage repair for previously planted trees and shrubs
  - g. Treat woody debris through removal methods and/or creating wildlife habitat piles
  - h. Machine operations:
    - i. Dozer repair of forest roads
    - ii. Masticator operation in forested areas following marked boundaries
    - iii. Reduction of understory/midstory vegetation & standing dead trees according to

specific DBH requirements and other resource objectives

3. Mapping and Monitoring
  - a. Mapping of treatment and restoration areas
  - b. Forest inventories to assess stand structure/dynamics
  - c. Botanical surveys and vegetation mapping
  - d. Focused surveys for endangered species and/or nesting birds
  
4. Road Flagging and Traffic Management
  - a. Ability to meet CalTrans and County requirements as relevant