



# Humboldt County Resource Conservation District

5630 South Broadway Eureka, CA 95503  
Phone (707) 442-6058 Ext. 5  
info@hcrd.org

## **Request For Proposals**

Post Fire Disaster Recovery – RPF Services

2021 Knob Fire and 2022 Six Rivers Forest Lightning Complex Fire – Private Lands

Release Date: December 1, 2023

Updated December 9, 2023

Closing Date: January 10, 2024

### **INTRODUCTION**

The Humboldt County Resource Conservation District (HCRCD) is a Special District established in the County of Humboldt by popular vote in 1987. The HCRCD's mission is to assist private and public landowners in the planning, design, and implementation of soil, water, and forest resource conservation practices to improve and enhance natural and working lands in Humboldt County.

The HCRCD and partners were awarded under the U.S. Forest Service's Post Fire Disaster Recovery Grant to plan and implement post fire disaster recovery treatment methods within the 2021 Knob Fire wildfire perimeter and the 2022 Six Rivers National Forest (SRNF) Lightning Complex Fire wildfire perimeter. Under U.S. Forest Service's legal authorities for cooperative forestry, recovery work may include hazard tree removal, removal of dead trees and fuels, preparation of sites for reforestation, invasive plant control, fuels treatments, reforestation, wood product utilization, and maintenance of reforested areas. HCRCD is requesting proposals from Registered Professional Forester individuals or firms (Contractor) to conduct resource inventories and site assessment(s), develop forest management plans or a mini-management plans for private landowners, oversight of implementation activities, recommend environmental compliance pathways, and produce treatment prescriptions sufficient for project analysis under California Environmental Quality Act (CEQA). Note that additional services including the preparation of project permits, CEQA Notice of Exemptions, or analysis of the project under CEQA may be requested and funded under this contract.

Funding is provided by California Association Resource Conservation District through a U.S. Forest Service grant agreement held by the HCRCD. *Work must be completed before the grant term ends in March 2027.* There is up to \$150,000 of funding available for Contractor services. HCRCD anticipates contracting with the Contractor to provide the described services on a time and materials basis, which may be extended upon mutual agreement of the Contractor and the HCRCD, pending availability of grant funding. It is HCRCD's intent to select one or more qualified firm(s) or individual(s) to conduct work detailed in SCOPE OF SERVICES. The Contractor(s) will be chosen based on an evaluation of the firm's and/or individual's past performance, project team

resumes, appropriate references, experience, cost, as well as the criteria that will be used in evaluating the qualifications of firms and/or individuals submitting proposals.

**Deadline for submissions: January 10, 2024**

### **SCOPE OF SERVICES**

1. Conduct resource inventories and site assessments on private lands.
2. Determine post fire remediation treatments and other treatment prescriptions.
3. Develop management plans for private landowners such as a Forest Management Plan or Mini-Management Plan.
4. Provide oversight of implementation activities.
5. Recommend environmental compliance pathways and needed surveys and reports.
6. Additional services such as the preparation of additional project permits, CEQA Notice of Exemptions, detailed biological or archeological surveys and reports, or analysis of the project under CEQA or as identified in item may be requested under this contract.
7. Provide technical assistance to private landowners and the HCRCDC.

### **MINIMUM QUALIFICATIONS**

- Experience developing treatment prescriptions for post fire landscapes.
- Experience writing Forest Management Plans.
- Experience with environmental permitting and CEQA.
- Ability to work under adverse conditions, such as in inclement weather.
- Ability to provide timely services, and to stay within budget and schedule.
- Hold a valid California Driver's License.
- Have and maintain an appropriate level of insurance for the duration of the contract.
- Have a Registered Professional Forest (RPF) license (if individual) or an RPF on team (if firm).

### **POINT-OF-CONTACT**

HCRCDC requests that potential respondents to this Request for Proposal (RFP) restrict all contact and questions regarding this RFP to: Jill Demers, Executive Director, at 707-832-5594 or [jill@hcrccd.org](mailto:jill@hcrccd.org).

### **PROPOSAL REQUIREMENTS**

If you or your firm is interested in this opportunity, please provide the following information:

- Contractor Name, Address, Telephone Number, Email Address, and Website address.
- Licenses, Certifications, Specialized Training and Educational/Professional Resume of all persons that would provide services under any resulting contract, including the RPF license number for qualified individuals serving in RPF capacity.
- A description of capabilities to satisfy the requirements of this RFP.
- Provide a minimum of two (2) references for *similar* services only, who can attest to the Contractor's knowledge, quality of work, timeliness, diligence, and professionalism. Contractor must include names, contact persons, and phone numbers for all references.
- Other factors or special considerations you feel would influence your selection.

- The fee schedule and billing rates for staff/staff positions performing work activities. Any billing rate increases anticipated during the term shall be clearly outlined in the proposal.
- Estimated work schedule and availability.
- Additional information required to address evaluation criteria. The following criteria will be used by HCRCDC to evaluate the Proposals:
  - General qualifications of the candidate for the position and key support personnel (up to 30 points)
  - Experience writing treatment prescriptions for post fire landscapes (up to 15 points)
  - Experience writing Forest management Plans (up to 10)
  - Environmental Compliance / CEQA Experience (up to 25 points)
  - Project References (up to 15 points)
  - Compliance with this Request for Proposals (up to 5 points)

### **INSURANCE REQUIREMENTS**

Upon selection of the winning bid, chosen Contractor will be asked to affirm that it has and shall maintain State minimum workers' compensation insurance coverage for its employees, if any. The selected contractor shall also maintain broad form general liability, property damage, and automotive liability insurance in the minimum amount of \$1,000,000 for bodily injury, death, or damage to property of any person and \$2,000,000 for bodily injury, death, or damage to property of more than one person.

### **OTHER TERMS AND CONDITIONS**

HCRCDC reserves the right to reject any or all responses. HCRCDC reserves the right to waive any variances from the original Request for Proposal's specifications in cases where the variances are considered to be, in the sole discretion of HCRCDC, in the best interests of HCRCDC. Contract(s) shall be awarded to the applicant(s) determined to be the best qualified to meet HCRCDC's needs, with a mutually agreeable start date.

### **SUBMITTAL**

Please submit a proposal via email to Jill Demers at [jill@hcrdc.org](mailto:jill@hcrdc.org) including "Post Fire Disaster Recovery Award 2023" in the email subject line.

### **SUBMISSION DEADLINE**

All proposals must be received no later than **January 10, 2024, at 4:00pm.**