



Humboldt County Resource Conservation District

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Request for Proposals

For Registered Professional Forester Forest Management Plan Development

Release Date: August 2, 2023

Closing Date: September 1, 2023

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 was awarded a California Department of Forestry and Fire Protection (CAL FIRE) grant to provide technical and financial assistance to nonindustrial forest landowners to support the development of forest management plans (FMP) and Registered Professional Forester (RPF) support. FMP allows landowners to understand their land's capability and composition and to create forest management and landowner goals such as wildfire resilience, community safety and forest health. It guides landowners on how to apply for additional funding to complete their forest management goals such as California Forest Improvement Program ([CFIP](#)) and Natural Resource Conservation Service ([NRCS](#)) cost-share programs. HCRCD is requesting proposals from qualified individuals or firms (Contractor) to develop forest management plans for nonindustrial forest landowners in Humboldt County, provide technical assistance to landowners and HCRCD staff, and work closely with HCRCD staff.

Funding is provided by California Association Resource Conservation District through a CAL FIRE grant agreement held by the HCRCD. 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. 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 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: September 1, 2023 4:00pm

SCOPE OF SERVICES

1. Develop forest management plans for nonindustrial landowners.
2. Provide technical assistance to landowners and the HCRCD.

MINIMUM QUALIFICATIONS

- Experience writing forest management plans.
- 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 appropriate level of insurance for the duration of the contract.
- Have a RPF license.
- Have a current Archeological Surveyor Certification.

POINT-OF-CONTACT

HCRCDCD requests that potential respondents to this Request for Proposal (RFP) restrict all contact and questions regarding this RFP to: Jill Demers at 707-832-5594 or jillhrcd@gmail.com

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.
- RPF License number and other Qualifications, Licenses, Certifications, Specialized Training and Educational/Professional Resume of all persons that would provide services under any resulting contract.
- 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.
- Estimated hourly rates for staff/staff positions performing work activities. Any billing rate increases anticipated during term shall be clearly outlined in the proposal.
- Additional information required to address evaluation criteria. The following criteria will be used by HCRCDCD to evaluate the Proposals:
 - General qualifications of the Contractor for the position and key support personnel (up to 30 points)
 - Experience writing forest management plans (up to 35 points)
 - Estimated hourly cost (up to 15 points)
 - Project References (up to 15 points)
 - Compliance with this Request for Proposals (up to 5 points)

OTHER TERMS AND CONDITIONS

HCRCDCD reserves the right to reject any or all responses. HCRCDCD 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 HCRCDCD, in the best interests of HCRCDCD.

Contract(s) shall be awarded to the Contractor determined to be the best qualified to meet HCRCDCD's needs, with a mutually agreeable start date.

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 and automotive liability insurance in the minimum amount of \$1,000,000 per occurrence and to cover HCRCD, its officers, officials, employees, and volunteers as additional insureds on the general liability policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor.

SUBMITTAL

Please submit proposal via email to Jill Demers at jillhcrd@gmail.com, including "**Forest Management Plan Proposal Fall 2023**" in the email subject line.

SUBMISSION DEADLINE

All proposals must be received no later than ***September 1, 2023 4:00pm***