



# Humboldt County Resource Conservation District

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## **Request for Proposals**

Willow Creek CWDG Fall 2023 Technical Services

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 and partners were awarded under the U.S. Forest Service's Community Wildfire Defense Grant (CWDG) to plan for and implement priority actions identified in relevant Community Wildfire Protection Plans in and around the communities Willow Creek in Humboldt County and Salyer and Hawkins Bar in Trinity County to improve the resiliency of the region to catastrophic wildfire. Altogether, activities are to include nine (9) priority projects encompassing approximately 375 acres of fuels reduction treatments on private lands in the Wildland-Urban Interface (WUI); defensible space activities on up to 120 properties; 40 – 60 acres of roadside fuels reduction; up to 100 chipper days; and other activities. HCRCD is requesting proposals from qualified individuals or firms (Contractor) to develop fuels reduction treatment prescriptions for WUI treatments (375 acres), conduct resource inventories, recommend environmental compliance pathways, and develop project description(s) 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 to be initially provided through a CAL FIRE Fire Prevention grant agreement held by the HCRCD until the CWDG grant agreement is executed. HCRCD anticipates contracting with one firm or an individual 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 qualified firm or individual 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 fuels reduction treatments prescriptions.
2. Conduct resource inventories.

3. Recommend environmental compliance pathways and needed surveys and reports.
4. Develop project description(s).
5. 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 and the contract extended upon mutual agreement of the Contractor and the HCRCD.

#### **MINIMUM QUALIFICATIONS**

- Experience writing treatments prescriptions for fuels reduction projects.
- 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**

HCRCD 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 [jillhcrccd@gmail.com](mailto:jillhcrccd@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.
- 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.
- ~~Estimated total cost to complete project as described in this RFP and~~ 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 to meet the goals and objectives of this RFP.~~
- Additional information required to address evaluation criteria. The following criteria will be used by HCRCD 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 fuels reduction projects (up to 25 points)
  - 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 [jillhcrdc@gmail.com](mailto:jillhcrdc@gmail.com), including "**Willow Creek CWDG Proposal Fall 2023**" in the email subject line.

### **SUBMISSION DEADLINE**

All proposals must be received no later than **September 1, 2023 at 4:00pm**. HCRCDC will consider extending the proposal closing date if necessary; please email HCRCDC to inquire.