Date: Monday, July 29, 2024

REQUEST FOR PROPOSALS

Professional Services for Project Management and Environmental Compliance Related to Fuel Reduction Projects in Yolo County

Deadline for Submission

5:00 p.m., Friday, August 30, 2024

INTRODUCTION:

Yolo County Resource Conservation District (YCRCD) is coordinating implementation of fuel reduction and vegetation management projects in the Yolo County Community Wildfire Prevention Plan (CWPP) and other priorities projects as they arise. YCRCD is seeking qualified Consultants to augment internal staff expertise and capacity to enable timely implementation of CWPP projects. Attachment A further describes the services sought through this Statement of Qualifications.

The RCD is soliciting Statements of Qualifications ("SOQs") from Consultants providing professional services for the activities specified in the Scope of Services (see Attachment A).

DESIRED OUTCOMES:

YCRCD desires to contract with Consultant/s specializing in project management, biological, cultural, regulatory, technical on-the-ground services for fuel reduction projects and which have the capacity to quickly execute contracts and efficiently deliver services. A Consultant need not specialize in all services listed in Attachment A. Additionally, YCRCD desires to contract with Consultant/s able to work collaboratively with RCD staff where feasible, rather than assuming the entirety of a project. Should YCRCD choose to enter into contract with a Consultant, separate contracts will be executed between YCRCD and that Consultant.

SCHEDULE:

To the extent achievable, the following schedule shall govern the Statement of Qualifications. The RCD reserves the right to modify the dates below, and will notify all known respondents of any schedule changes.

1. RFQ released: Monday, July 29, 2024 at 10:00 a.m.
2. Deadline for submission of interpretation and/or questions: Monday, August 12, 2024 at 5:00 p.m.
   All questions should be submitted via email to: meyer@yolorcd.org
3. Answers to questions released: Monday, August 19, 2024 at 5:00 p.m.
   Firms interested in this RFQ may email Tanya Meyer, meyer@yolorcd.org, to be included on an email list to receive answers to questions and any RFQ Addendum(s) generated.
4. Evaluation of Responses/Statement of Qualifications will begin: Monday, August 19, 2024 at 5:00 p.m.

Responses shall be submitted by email to Tanya Meyer, meyer@yolorcd.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: Monday, September 20, 2024 at 5:00 p.m.
7. Contracts executed: Should YCRCD choose to enter into contract with a Consultant, separate contracts will be executed between YCRCD and that Consultant.

SUBMISSION REQUIREMENTS:

Responses shall be submitted by email to *Tanya Meyer, meyer@yolorcd.org*, as a single PDF file containing the following required contents. Hard copy responses will not be accepted. Evaluation of responses will begin Tuesday, September 3, 2024, at 5:00 p.m.

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, 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 areas.

3. Proposed Respondent Team

   Please include the qualifications, training, and certifications of the Project Manager, and all other staff 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 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, email addresses, and telephone numbers of up to three (3) public agency 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:

Consultant, at Consultant'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 the RCDs.

Proof of insurance coverage shall be provided as part of the proposal and shall include the insurance types and required coverages specified below. If awarded the contract, the Consultant agrees to submit proof that the contracting RCD is named as an additional insured by separate endorsement.

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.

EVALUATION CRITERIA:

The following criteria will be used by the RCDs 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 consultant fee schedule.
4. Thoroughness of submission.

YCRCD 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 the RCD and the firm selected. YCRCD reserves the right without prejudice to reject any or all proposals.

ATTACHMENT A:

SCOPE OF SERVICES

GEOGRAPHIC SCOPE

Work will take place primarily within Yolo County.

TECHNICAL SCOPE

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

1. Project Management
    a. Coordinating closely with RCD staff on known and emerging fuels projects to plan, permit and oversee the execution of specific projects
    b. On-site directing/managing contractor's crews, biological and cultural monitors, etc.
    c. On-site training of contractor's crews to protect known or potential biological and cultural resources
2. Biological:
    a. Focused surveys for endangered species and/or nesting birds
    b. Botanical surveys and vegetation mapping
3. Cultural:
    a. Area of Potential Effect mapping
    b. Background Research & Literature Review
    c. Archaeological Field Surveying for historic and pre-historic resources
    d. Completion of Archaeological Site Records
    e. Archeological Survey Report
    f. Historic Property Survey Report
    g. Compliance with Section 106 of the National Historic Preservation Act
    h. Tribal notification and coordination, if needed
4. CEQA & Planning:
    a. Developing CEQA documents and technical studies, including VTP, NOE, and MND
    b. Developing Cooperative Forest Management Plans, and similar planning that meets natural resource conservation, fuel reduction, and compliance objectives