**Burn Assistance**

**BID PACKET**

April 25, 2021

## Project Summary

The intent of this project is to provide staffing and expertise for burn projects. The Shasta Valley Resource Conservation District (SVRCD) will order crews for use by partner agencies to accomplish prescribed burning within Siskiyou County.

The funded project is located within Siskiyou County, primarily on the Klamath National Forest, and is designed in conjunction with Siskiyou County, Michigan California Timber Company, Acer Klamath Forests, Oregon State University, Shasta Valley RCD, and CAL FIRE to create fuel breaks to help protect the forests from stand replacing wildfires. Other funding may be secured and used to order work under this contract.

The Contractor shall provide all labor, supervision, transportation, operating supplies and equipment, necessary to complete the project. The Contractor shall develop a plan of operations to organize, accomplish, and direct all operations for the necessary work when provided the resource objectives for the project.

Multiple contractors may be awarded under this solicitation and requested at the time of need under separate task orders. Task orders may be ordered from the date of award of this contract until June 30, 2025.

## Contractor’s Obligations

The Bidder must analyze and respond to this Bid Packet providing sufficient information to allow the SVRCD to evaluate the bids. The Contractor, by submitting its bids, agrees that any costs incurred by the Contractor in responding to this Bid Packet, are to be borne by Contractor and may not be billed to the SVRCD.

The Bidder must complete and submit all attachments in Appendix I, in the order listed. If the SVRCD has any confusion or difficulty in retrieving the required information from a Contractor’s bid, it may result in the disqualification of such bid.

## Bid Submission Requirements

Submission of Bids:

Contractor should mail or hand deliver their **sealed bid** to the address listed below **by 2pm on** **June 15, 2022**. Bids may be submitted by email to dblessing@svrcd.org.

**Shasta Valley RCD**

**215 Executive Ct., Suite A**

**Yreka, CA 96097**

The envelope shall be plainly marked in the upper left-hand corner with the name and address of the bidder and shall bear the words **“Bid for Burn Assistance”**.

## Critical Dates

 **Bid Due Date**

Bids shall be received by the SVRCD on or before **June 15, 2022, at 2:00 pm** at the SVRCD address listed above or alternatively submitted by email to dblessing@svrcd.org. Late submissions will not be accepted.

 **Contract Dates**

### The Contractor shall not begin operations until the Notice to Proceed is issued. All work shall be completed by June 30, 2025.

## Contractual Commitment of Bid

The contents of submitted bids will be considered obligations of the successful Contractor. No information should be submitted that is not intended to be incorporated into the bid and any contract, which may result from such bid. If there is any inconsistency between the terms herein and any of the contract documents, the terms in the contract documents shall prevail.

**Worker Protections**

 Personal protective equipment

* + 1. OSHA's General Industry personal protective equipment (PPE) standard contains the general requirements for the provision of personal protective equipment and requires employers to perform a hazard assessment to select appropriate PPE for hazards that are present or likely to be present in the workplace. OSHA requires that many categories of personal protective equipment meet or be equivalent to standards developed by the American National Standards Institute (ANSI).
		2. Before a worker begins operating equipment, the contractor shall train the workers on the safe operation and use of the equipment
		3. The contractor shall provide the appropriate personal protective equipment for the work required to be performed in the contract, wherever necessary by reason of hazards or processes encountered that may cause injury or impairment in the function of any part of the body. Except for foot protection, all PPE must be provided by the employer at no cost to the employee. Includes:
			- Head Protection
			- Hearing Protection
			- Eye/Face Protection
			- Leg Protection
			- Foot Protection
			- Hand Protection
		4. PPE must be sanitary and in reliable condition. Do not use defective or damaged PPE. PPE must be inspected prior to use on each work shift to ensure it is in serviceable condition.
		5. A checklist of applicable PPE guidelines typical for the work performed under this contract is provided. This does not relieve the contractor of the responsibility of performing a risk assessment or providing the necessary PPE for their operations.

**Order Limitations**

(a) *Minimum order*. When the SVRCD requires supplies or services covered by this contract in an amount of less than **$2,000**, the SVRCD is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) *Maximum order*. The Contractor is not obligated to honor-

(1) Any order for a single item in excess of **$50,000**

(2) Any order for a combination of items in excess of **$250,000**

## Project Specifications

Contractor is expected to follow the project specifications, site plans, permit requirements, and all state and county laws and standards for this project. The contractor would be required to provide 3 and 5 person modules for burn preparation and implementation. Crews could be ordered to construct handline and other tasks associated with preparing areas for burning. Bids for handline construction (task #3) are separate and do not require line qualified workers.

Understory surface and ladder fuels will be treated with the objective to promote surface fire with flame lengths of four feet or less to facilitate direct suppression operations and reduce the risk of crown fire initiation. This will be done by reducing fuels to less than five tons per acre in the treatment areas. The intensity of these treatments will vary widely and depend on site specific conditions across the project area. Treatments will focus on the removal of young and/or suppressed advanced regeneration, removing slash and jackpot accumulations, removing medium and large shrubs where they contribute to vertical and horizontal fuel continuity and removing lower branches from residual trees.

**Burn Preparation and Implementation Modules**

Three-Person Burn Preparation Module

Crews may be ordered by the SVRCD when the SVRCD needs preparation assistance in one or more burn units. These operations include the following: building, trimming, and recovering handpiles, handline construction, lop and scattering of slash debris, brushing handlines, pullback of fuels from handlines and leave trees, cutting trees <= 8 inches dbh, and pruning trees. Crews can be ordered for any one of the above operations, a combination, or all of the operations.

Work assignments are based on an 8 hour or 10 hour workday excluding travel, lunch, and breaks.

The following are the description of requirements for personnel, transportation, and equipment.

* 1. Three (3) persons
	2. Transportation 1 vehicle
	3. Equipment: 3 chainsaws (saw gas and supplies, 1 HT radio, 2 pulaskis, 2 shovels, 2 scapers).

Five-Person Burn Module

Five-Person Burn Modules may be ordered by the SVRCD on a daily basis in need of preparation or implementation assistance in one or more burn units. Multiple 5-person modules may be requested for any given day. Requests for modules will occur at least 48 hours prior to the expected reporting time at the work location (or a timeframe specified in an individual task order). Cancelations of ordered modules will occur 18 hours prior to the scheduled reporting date/time (unless otherwise specified in an individual task order).

Preparation operations include the following: building, trimming, and recovering hand piles, handline construction, chipping, thinning, lop and scattering of slash debris, brushing handlines, pullback of fuels from handlines and leave trees, cutting trees less than 8 inches dbh, pruning, or implementation of prescribed fire operations.

Implementation of prescribed fire operations may include the following: igniting hand piles and machine piles, igniting broadcast burn units, monitoring for spot fires and slop-overs, constructing fireline around spot fires and slop-overs or to halt fire spread within a unit, extinguishing spot fires and slopovers with water, mop-up, and patrol. Definitions of the activities will adhere to National Wildfire Coordinating Group (NWCG) definitions (https://www.nwcg.gov/glossary/a-z).

Modules can be ordered for any one of the above operations, a combination, or all of the operations. Modules shall be prepared to hike up to one mile from the vehicle to the work location. Work assignments are based on an 8 hour or 10 hour workday excluding travel, lunch, and breaks.

Site specific direction will be given daily by the project manager. In some cases, the project inspector may be the prescribed fire burn boss. Site-specific project specifications will be addressed in each task order.

**Fire Line Work Requirements for 5-person Burn Modules**

Personnel, Transportation, and Equipment

The following are the descriptions of requirements for personnel, transportation, and equipment for each 5-person module:

1. Five (5) persons; at least one person will be able to handle administrative responsibilities for the module on behalf of the contractor; this person shall be proficient in written and spoken English.
2. Transportation: 1 vehicle capable of operating on narrow, unpaved roads.
3. Equipment (per 5-person module): 1 HT radio, 2 chainsaws (saw gas and supplies), 2 pulaskis, 2 shovels, 2 scrapers,1 backpack pump

Personal Protective Equipment

The following personal protective equipment (PPE) is required for each individual participating in prescribed fire implementation:

1. Boots: Leather, lace-up type, minimum of 8" high with lug type sole in good condition (steel toed boots are not acceptable).
2. Wildland Firefighter’s Helmet - (NFPA) 1977 compliant helmet. Or equivalent hardhat meeting ANZI Z89.1-2003 Type 1, Class G or ANSI Z89.1-2009 Type 1, Class G. All helmets must be equipped with a chin strap.
3. Gloves: One pair of heavy-duty leather work gloves.
4. Eye Protection: One pair (must meet standards ANSI Z87.1, latest edition).
5. Hearing Protection: Use hearing protection whenever sound levels exceed 85 dB, i.e. during chainsaw operation.
6. Head Lamp: With batteries and attachment for mounting to hard hat.
7. Canteen: At least one (1) quart size canteen full of water, two (2) is recommended.
8. Fire Shelter (M-2002): One per person (must be manufactured in accordance to FS specification 5100-606 and certified by Underwriters Laboratory (UL)). Fire Shelter information at www.NIFC.gov/fireShelt/fshelt\_main.html or contact US Forest Service Missoula Technology and Development Center at 406-329-3900.
9. Flame Resistant Clothing: A minimum of two full sets of flame resistant shirt and pants. For routine fireline duties, flame resistant clothing must:
	* Self-extinguish upon removal from a heat source.
	* Act as an effective thermal barrier by minimizing conductive heat transfer.
	* Not melt or shrink to any appreciable degree upon decomposition during exposure to a high heat source.
	* Be manufactured from flame resistant material such as aramid (Nomex™), para- aramid (Kevlar©) or other similar fabric.

Note: It is recommended that firefighters wear a short-sleeved t-shirt, underwear, and socks under flame resistant clothing. T-shirt, underwear, and socks should be made of 100% cotton, wool, or a 100% flame resistant blend of fibers.

1. Chain Saw Chaps: For each firefighter who operates a chain saw, chain saw chaps must be worn during saw operations. Chain saw protection/chaps shall meet USFS Specification 6170-4F or later or meet the current requirements of NFPA 1977. Chain saw chaps should be adjusted for a snug fit that will keep them positioned correctly on the legs. Chain saw chaps must be long enough to reach 2 inches below the boot tops. Proper fit and correct chap length maximize protection.

Qualifications (for Prescribed Fire Implementation):

*All personnel on each 5-person module will meet the following minimum NWCG qualification:* FIREFIGHTER (FFT2)

1. REQUIRED TRAINING
	* Basic Firefighter training
	* Introduction to ICS (I-100)
	* Human Factors on the Fireline (L-180)
	* Introduction to Wildland Fire Behavior (S-190)
	* Firefighting Training (S-130)
	* Annual Fireline Safety Refresher (RT-130) Note: Not required for first year FFT2
	* National Incident Management System (NIMS) and Introduction (IS-700.a)
2. ADDITIONAL TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS-None
3. EXPERIENCE None
4. PHYSICAL FITNESS Arduous
5. ONCE CERTIFIED AS FFT2, OTHER ASSIGNMENTS THAT WILL MAINTAIN CURRENCY OF THE FFT2 CERTIFICATION\*
	* FFT1
	* FAL3
	* ICT5

\*Each firefighter must have at least one qualifying assignment every five (5) years to maintain a current certification in this position.

*All personnel operating chainsaws for prescribed fire implementation will meet the following minimum qualification:* INCIDENT SAWYER

1. REQUIRED TRAINING
	* Basic Firefighter Training
	* Introduction to ICS (I-100)
	* Human Factors on the Fireline (L-180)
	* Introduction to Wildland Fire behavior (S-190)
	* Firefighting Training (S-130)
	* Power Saws (S-212)
	* Annual Fireline Safety Refresher (RT-130)
	* National Incident Management System (NIMS) and Introduction (IS-700.a)
2. ADDITIONAL TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS - Demonstrate competency as FAL1, FAL2, or FAL3
3. EXPERIENCE - Minimum FFT2 Qualified
4. PHYSICAL FITNESS – Arduous
5. ONCE CERTIFIED AS FAL1, FAL2, or FAL3, OTHER ASSIGNMENTS THAT WILL MAINTAIN CURRENCY OF THE FALLER CERTIFICATION - None

An initial certification is required for all falling position (FAL1, FAL2, FAL3) qualifications, and every three years following initial certification.

The INCIDENT SAWYER qualification is not required for chainsaw work on prescribed fire preparation activities.

Qualification Card

Each firefighter must carry a photo identification card issued annually by the Contractor for whom the firefighter is working. Information on the card must include:

* Name of the firefighter typewritten or printed.
* Photograph of the person, recent digitized photograph, similar to the size and clarity of a state issued driver’s license,
* A unique employee number (not their social security number),
* Firefighter’s full legal name,
* List of position(s) for which the firefighter is qualified and date of qualification(s),
* English language proficiency,
* Date the firefighter passed the Work Capacity Fitness Test,
* Date the firefighter completed Annual Fireline Safety Refresher training,

The Contractor must sign the firefighter’s identification card certifying that the individual has met all the training requirements of this contract.

*Physical Demands*

Work under this contract requires strenuous physical exertion for extended periods including walking, climbing, chopping, throwing, lifting, pulling and frequently carrying objects weighing fifty (50) pounds or more. All personnel engaged in prescribed fire implementation shall have passed the Work Capacity Fitness Test (WCFT) at the arduous level. The fitness requirement is the ability to negotiate a three (3) mile hike with a 45-pound pack in less than 45 minutes. Copies of the publication titled “Fitness and Work Capacity,” second edition NFES 1596 April 1997, and associated videos can be purchased from the Great Basin Fire Cache at the National Interagency Fire Center in Boise, Idaho. The Government reserves the right to monitor the administration of any classroom instruction, and WCFT administered for compliance with “Work Capacity Fitness Test Instructor’s Guide.” The Contractor(s) must provide proof that their employee(s) has/have met this requirement upon request.

*Smoke*

Prescribed fire implementation involves exposure to smoke. Information on smoke impacts can be found in the NWCG Smoke Management Guide for Prescribed Fire (https://www.nwcg.gov/sites/default/files/publications/pms420-2.pdf).

**Fireline Construction and Maintenance**

Cutting brush and small diameter trees in a 16 foot wide, 7 feet high strip using chainsaws, as well as construction of a hand line to bare mineral soil 24 inches wide using hand tools.

Saw Strip

1. A 16 foot wide saw strip shall be constructed along a designated line. The saw cut shall be positioned such that be situated such that 12 feet are on the side of the fire line within unit and 4 feet are outside of unit boundaries.
2. Live and dead brush, live conifers, and hardwoods 8 inches dbh or less shall be cut to a minimum stump height of 6 inches. Trees shall be flush cut to avoid protruding sharp stobs.
3. Within the 16 foot saw line strip, trees above 8 inches dbh shall be limbed to a height of 7 feet.
4. All cut material shall be removed outside of the 16 foot saw line to the side opposite the unit. Material removed shall be lopped and scattered to a depth not to exceed 20 inches. If situation allows for slash to be left inside of unit boundary, COR approval is needed.

Handline

1. Handline will be constructed along the center line of designated Forest Service flag line. The line shall be 24 inches wide and cleared of all vegetation, litter and duff to bare mineral soil.
2. The berm created by construction of the hand line will be on the side of the handline opposite the unit. The berm will be knocked down with hand tool to less than 6 inches in height unless another height is agreed upon by COR.
3. A 10 foot section will be removed of any log or branch over 3 inch in diameter that cross the mineral soil hand line.
4. The following standards shall be applied to building trenches/water bars within the hand line:

0%-9% slope – None required

10%-29% slope – 1 water bar every 300 feet

30%-59% slope – 1 water bar every 150 feet

60% > slope – 1 water bar every 75 feet

1. Trenches/water bars shall consist of a diagonal ditch across the mineral soil hand line. The ditch shall be over 10 inches deep and over 5 feet long. The angle of the ditch shall be approximately 45 degrees so that water and debris will go into the burn unit.
2. On side slopes 40% or greater that require underslung line, the hand line will be cup trenched sufficiently to catch material six inches or less in diameter.

**Acceptable Quality Level for Tasks and Critical Subtasks**

The acceptable quality levels (AQL) applicable to the contract is 90% compliance. Individual task orders may deviate from these standards however any revised standards will be clearly stated in the task order.

1. These percentages are as verified by SVRCD quality assurance methods.
2. For quality below the acceptable level the SVRCD may choose to accept the work at a reduced rate; however work quality less than 80% is not acceptable and no payment will be made.

**Location and Description**

Project location will be within the Klamath National Forest (<https://www.fs.usda.gov/main/klamath/about-forest/about-area>) or the area covered by the Shasta Valley RCD (<https://www.svrcd.org/district-map>). There are no project specific maps at this time. Information about specific projects and locations will be included in each task order.

*Accessibility*.

Accessibility is by all-weather and seasonal roads. Project area may be reached via County and Forest Service roads and are accessible by standard pickup during the normal operating seasons. Four-wheel drive vehicles equipped with snow tires and chains may be necessary when snow, mud or ice is abundant in the project area or on four-wheel drive roads. Inaccessibility due to snow, fallen trees, slides or washouts on roads may or may not be corrected at the option of the SVRCD. If road access is blocked, the SVRCD may require walk-in to units that are inaccessible by road. Vehicles shall not operate off system roads without prior written approval of the Contracting Officer (see restriction on motorized equipment below).

*Boundaries*.

Unit boundaries such as roads and fire lines are usually obvious on the ground. Boundaries that are not obvious will be marked with plastic ribbon and/or boundary tags. If plastic ribbon and/or boundary tags are used, individual task orders will indicate their presence and description/color of boundary markers. Work on this contract may require the contractor to use global positioning system (GPS) capabilities to identify treatment areas or project boundaries. The SVRCD may provide electronic files to the contract that will identify treatment unit boundaries and treatment islands within the boundary. It is the responsibility of the contractor to utilize electronic data and all technical support for contractor equipment.

**Work Foreman**

The Contractor’s foreman shall be fluent in the English language. The Contractor shall at all times have a foreman and an inspector with each crew whose intended purpose is quality control of the Contractor’s work and Contractor self-inspection.

**Housing**

The authorization to furnish housing, other than commercial lodging certified by a health authority or other appropriate agency, must appear on the contractor's certificate. Contractors should contact their local Wage and Hour Division of the DOL for further information on the requirements of the Act.

Camping Requirements. The Forest Service (FS) has various camping opportunities. Check with local FS unit for camping requirements, camping permits may be required. Verify local fire restriction policies. If camps will be used to house workers subject to MSPA, they are also subject to the temporary labor camp standards. The Forest Service reserves the right to terminate a camping permit at any time. Any violation of these conditions constitutes a breach of contract and may result in revocation of camping approval.

* 1. Every structure used as shelter must provide protection from the elements. Where adequate heat is not provided, make other arrangements to protect workers from the cold. Cut firewood only after a District Firewood Permit is obtained.
	2. The campsite must not encroach beyond the boundaries designated by the Forest Service. The campsite location must minimize impacts on streams, lakes, and other bodies of water. Camping is not permitted within developed recreational sites or along primary recreational roads.
	3. The campsite must have a clean appearance at all times. Upon abandonment of any campsite, or termination, revocation, or cancellation of camping privileges, the contractor shall remove, within 10 calendar days, all structures and improvements except those owned by the United States, and shall restore the site, unless otherwise agreed upon in writing or in the camping permit. Structures or improvements the contractor fails to remove within the 10 calendar day period becomes the property of the United States, however, the contractor remains liable for the cost of the removal and restoration of the site.
	4. Unless otherwise designated, the use of the area is not exclusive and may be granted to other permittees, contractors, or recreating public. Disorderly conduct is not permitted.
	5. Damaging or removing any natural feature or other property of the Forest Service is prohibited.
	6. Servicing of equipment in the campsite is not permissible unless the campsite is within the project area.
	7. Provide sanitary facilities for storing food. Provide ice chests or coolers, with ice supply made from potable water, and replenish as necessary. Provide sufficient storage for perishable food items.
	8. Provide an adequate and convenient potable water supply in each camp for drinking and cooking purposes.
	9. Provide adequate toilet facilities and toilet paper for the capacity of the camp. Service and maintain facilities in a sanitary condition.
	10. Collect, store, and dispose of garbage in a manner to discourage rodent access, minimize attraction of flies, and prevent scattering by wind
	11. Maintain basic first aid supplies available, which must be under the charge of a person trained to administer first aid. The basic supplies must include:
		+ Gauze pads (at least 4x4 inches)
		+ Two large gauze pads (at least 8x10 inches)
		+ Box adhesive bandages (such as band-aids)
		+ One package of gauze roller bandage (at least 2-inches in width)
		+ Two triangular bandages
		+ Scissors
		+ At least one blanket
		+ Tweezers
		+ Adhesive tape
		+ Medical gloves, (latex or non-latex equivalent), and
		+ Resuscitation device such as resuscitation bag, airway, or pocket mask.
	12. Wash laundry in such a way that washing and rinsing will not pollute lakes, streams, or other flowing water.
	13. Dispose wastewater away from living and eating areas and in such a way that minimizes pollution to lakes, streams, and other flowing water.
	14. The contractor shall take all reasonable precautions to prevent and suppress forest fires. Do not dispose of material by burning in open fires during the closed season established by law or regulation without the written permission from the Forest Service.
	15. If authorized to have an open fire, the Contractor shall comply with the following fire regulations:
		+ A shovel, axe or Pulaski, a 10-quart pail, which is full of water for immediate use, and a fire extinguisher with an Underwriters Laboratory (UL) rating of at least 1:A 10:BC is required.
		+ All fire rings or outside fireplaces must be approved by the Forest Service representative. The area must be cleared down to mineral soil for a distance of one foot outside of the ring or fireplace, and it must not have any overhanging material. Fire rings must be dismantled and material disposed prior to leaving the site.
		+ All generators and other internal combustion engines must be equipped with Forest Service approved spark arrestors and/or factory designed muffler and exhaust system in good working order. They will be located in a cleared area with the same requirements as in described in the previous paragraph.
		+ All fuel must be stored in UL approved flammable storage containers and be located at least 50 feet from any open flame or other source of ignition.
	16. Include the instructions below, Representations, certifications, and other statements of offerors or respondents. Contractors are required to provide certification of employment status as part of their representations, certifications, and acknowledgements at the time of submission of proposals/ offers/quotes.

## Payment Schedule

Contractor will be paid for expenses based on the invoices submitted monthly. The schedule is negotiable and will be refined during the contracting process. The SVRCD must receive invoices no later than the 5th of each month in order to adhere to the SVRCD’s billing schedule.

Payments to the contractors shall be paid within thirty (30) days from receipt of the funds by the SVRCD from the funding agency, *which can be as much as three months after invoice submittal for this particular grant*. SVRCD will make every effort to expedite payment to the contractor.

## Bid Details

**This contract will *not* be awarded based solely on the lowest bid.** This project requires experience and references as described in the Additional Information section under the subheading *References & Required Experience* (p. 7). Bidders will be evaluated using the Scoring Sheet (See Appendix I: Bid Form Attachment No. 5).

The Contractor shall submit the bid for activities identified in this Bid Packet using the Bid Forms within Appendix I. Bid may be rejected if the Bid Forms are not used or are incomplete. Bids should reflect the following information:

Daily rates and per chain (66 feet) bids with details on:

* Provide a three person burn preparation module
* Provide a five person burn module
* Fireline construction and maintenance

## Additional Information

***Directions to the Project locations:*** The requesting agency will provide the contractor with directions to the work sites when ordering resources. All burns will be conducted within Siskiyou County California.

***Subcontracting:*** Any subcontractors must be identified along with the defined work they will perform on the bid form provided. The SVRCD will not refuse a bid based on the use of subcontractors but does retain the right to refuse the subcontractors selected. Contractor shall remain solely responsible for all subcontracted work.

***References & Required Experience:*** This project requires that the contractor has experience in burn assistance and line construction. Contractor will provide proof of completion and references two (2) projects of similar size and scope (as determined by the SVRCD Project Manager). References should speak to the contractor’s experience in the type of work identified in the Project Specifications. References should include a contact name and current phone numbers.

***Insurance:*** The successful bidder will be required to provide SVRCD with proof of appropriate insurance ($1,000,000 minimum).

***Disputes:*** Disputes regarding awarding of bids will be decided by the SVRCD Board. Written appeal must be received within 10 days of award.

***Limited Operational Periods:*** Work within may have periods where operations cannot be done due to species of concern or weather conditions. Current LOPs may be lifted with appropriate surveys completed to protocol.

***Maps and Measurements:*** The maps are provided as Attachments. They are intended to show only the general size, shape, and location of the areas. If the maps conflict with the field marking, the field markings shall govern. Positions of features are approximate. The units and line construction have been determined by Global Positioning Systems (GPS) and/or Geographic Information Systems (GIS). If re-measurement of the acreage or line length is desired by the contractor, notification shall be made upon written request. Requests for re-measurement shall be made within 10 days after work has been completed on the unit.

***Safety:*** Contractors shall have, and maintain, a written Safety Plan for the duration of the contract. The Safety Plan is due to the Project Manager 10 days of award. The Safety Plan must be available on-site and must be updated for project specific information by task.

Fuel reduction activities are known to have inherently hazardous conditions associated with working in the woods, e.g.: sharing the road with log trucks, private and government vehicles; ticks, snakes, and bees; working below someone else on steep and rocky terrain, chainsaw operations, and hazard trees that are susceptible to wind throw that could lead to serious injury or loss of life.

Some Task Orders may contain a government Job Hazard Analysis (JHA) to convey to the contractor known hazards. The site-specific safety plan shall comply with the JHA and the contractor shall provide the Project Safety person who shall be responsible for enforcing the Safety plan.

***Protection of Improvements and Survey Monuments:*** The Contractor, in all phases of contract operations shall protect insofar as practicable all land survey corners, telephone lines, ditches, fences and other improvements. If such improvements are damaged by contractor operations the contractor shall restore them immediately to condition existing immediately prior to Contractor’s work. When necessary, the SVRCD may require the Contractor to move such telephone lines, fences or improvements from one location to another. All roads and trails designated as needed for fire protection shall be kept free of logs, brush, and debris resulting from Contractor operations.

***Preservation of Historical and Archeological Resources***: If, in connection with operations under this contract, the Contractor, subcontractors, or the employees of any of them, discovers, encounters or becomes aware of any objects or sites of cultural value on the project area, such as historical or prehistorical ruins, graves or grave markers, fossils, or artifacts, the Contractor shall immediately suspend all operations in the vicinity of the cultural value and shall notify the COR in writing of the findings. No objects of cultural resource value may be removed. Operations may resume at the discovery site upon receipt of written instructions. Actions taken under this paragraph shall be subject to the Stop-Work Order.

**Rate of Progress**

Each Task Order will identify the contract time applicable to the task. The following conditions are applicable for all tasks. Work shall commence no later than 3 days after the effective date of the notice to proceed unless the Task Order specifies otherwise.

***CERTIFICATION OF COMPLIANCE:*** Contractor shall certify compliance with specific fire precautionary measures included in the attached Fire Plan. The certification shall be made prior to commencement of work and shall be updated if at any time during performance the conditions change.

## Attachments

Appendix I

* Bid Form Attachment No. 1: Contractor Information
* Bid Form Attachment No. 2: Proposed Sub-Contractors
* Bid Form Attachment No. 3: Bid Schedule
* Bid Form Attachment No. 4: Project Questionnaire
* Bid Form Attachment No. 5: Contractor Scoring Sheet Example (Contractor does ***not*** fill out)
* Bid Form Attachment No. 6: Work Plan

Appendix II

* Exhibit A: Project Maps
* Exhibit B: Fire Plan

Appendix I

**BID FORM ATTACHMENT NO. 1: Contractor Information**

**Bid Due Date: June 15, 2022, at 2:00 pm**

**General Information:**

|  |  |
| --- | --- |
| Company Name: |  |
| Company Address: |  |
| Contact Name: |  |
| Phone: |  | Fax: |  |
| Email: |  | Federal ID or SSN #: |  |
| Years in Business: |  | QAL (or equivalent) and LTO License #: |  |

**References:**  Provide 3 references, with contact names and phone numbers for each reference.

1. (CONTACT NAME) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (PHONE) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(BUSINESS NAME) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. (CONTACT NAME) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (PHONE) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(BUSINESS NAME) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. (CONTACT NAME) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (PHONE) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(BUSINESS NAME) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bid Validity**

Please specify the length of time this bid is valid for (must be a minimum of 45 days).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bid Information**

Bidder agrees to accept as full payment the following total base bid price:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dollars

 (in words)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (in numerals)

 In the event of a discrepancy, amount in words shall prevail.

The bidder hereby acknowledges that the total base bid price is based solely on the bidder’s own estimate of costs and includes all applicable taxes, overheads, and profit.

Contractor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional bid Information: Please provide detailed information as outlined in the bid schedule below. Costs shown above should include all materials, labor, taxes, overheads, and profit, which must also be included in following schedule.

**BID FORM ATTACHMENT NO. 2: Proposed Subcontractors**

The BIDDER should submit with the Bid Form a listing of names and business addresses of subcontracting firms or businesses that will be awarded subcontractors for portions of Work as described above.

The Subcontractor list shall be completed and should include the following information:

1. Subcontractors, listing each subcontractor whose subcontract amount is more than 10 percent of the Contract price with whom the bidder, if awarded the Contract, will subcontract for performance.
2. The categories of work those subcontractors will perform on the Contract.
3. List of Subcontractors to be used

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Subcontractor** |  | **Work** |  | **Dollar Amount** |  | **% of Total** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**BID FORM ATTACHMENT NO. 3: Bid Schedule**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task No.** | **DESCRIPTION (confirm based on plans and specifications)** | **QTY.** | **UNIT** | **UNIT PRICE** | **TOTAL** |
| 1.0 | Provide a three person burn preparation module – 8 hour day | **tbd** | **days** |  |  |
| 1.1 | Provide a three person burn preparation module – 10 hour day | tbd | days |   |   |
| 2.0 | Provide a five person burn module – 8 hour day | tbd | days |   |   |
| 2.1 | Provide a five person burn module – 10 hour day | tbd | days |   |   |
| 3.0 | Fineline construction and maintenance | tbd | chains |   |   |
|  |  |  |  |   |   |
| Total Bid Cost:  |   |   |   |  |

**Pay items Description:**

1. **Three-Person Burn Preparation Module**

Crews may be ordered as needed for preparation assistance in one or more burn units. These operations include the following: building, trimming, and covering handpiles, handline construction, lop and scattering of slash debris, brushing handlines, pullback of fuels from handlines and leave trees, cutting trees <= 8 inches dbh, and pruning trees.

1. **Five Person Burn Modules**

Five-Person Burn Modules may be ordered daily as needed for preparation or implementation assistance in one or more burn units. Multiple 5-person modules may be requested for any given day.

Preparation operations include the following: building, trimming, and recovering hand piles, handline construction, chipping, thinning, lop and scattering of slash debris, brushing handlines, pullback of fuels from handlines and leave trees, cutting trees less than 8 inches dbh, pruning, or implementation of prescribed fire operations.

Implementation of prescribed fire operations may include the following: igniting hand piles and machine piles, igniting broadcast burn units, monitoring for spot fires and slop-overs, constructing fireline around spot fires and slop-overs or to halt fire spread within a unit, extinguishing spot fires and slopovers with water, mop-up, and patrol.

1. **Fireline Construction and Maintenance**

Cutting brush and small diameter trees in a 16 foot wide, 7 feet high strip using chainsaws, as well as construction of a hand line to bare mineral soil 24 inches wide using hand tools. See specifications above.

**BID FORM ATTACHMENT NO. 4: Project Questionnaire**

Please initial \_\_\_\_\_ if contractor has ***direct previous experience*** fulfilling labor compliance requirements, including, but not limited to, wage determinations, submission of payroll records, etc.

If no **direct** previous experience, please list below who will assist in meeting this requirement. Please include contact information and experience.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BID FORM ATTACHMENT NO. 5**: Contractor Bid Scoring Sheet to be completed by SVRCD. **(Contractor does NOT fill out)**

|  |
| --- |
| **Contractor Bid Scoring Sheet** |
| Funding Source: | CAL FIRE |   |   |
| Project Title: |  Burn Assistance |   |   |
| Bidder/Contractor: |   |   |   |
| Daily Bid Amount: 3 person burn prep module 8 hour |   |  |  |
| Daily Bid Amount: 3 person burn prep module 10 hour |   |  |  |
| Daily Bid Amount: 5 person burn module 8 hour |   |  |  |
| Daily Bid Amount: 5 person burn module 10 hour |   |  |  |
| Per chain Bid Amount: Line construction |   |  |  |
| Where does this Bid rank? |   |  |  |
|  |  |  |  |
|  |  | Y | N |
|  | License(s) necessary to perform project: |   |   |
|  |  |   |   |
| Experience with similar projects (based on References and/or RCD experience with Contractor and/or what is listed as experience): |   |   |
|  |  |
| Exhibits an understanding of project through experience or has provided a sufficient workplan:  |  |   |
|  |  |
| **Following requirements will be evaluated on the following scoring criteria:** |
|
| **Scoring Criteria:** | *5 = Excellent* |  |  |
|  | *3 = Adequate* |  |  |
|  | *0 = Inadequate (cause for rejection of bid)* |  |  |
|  | Guarantee on Services: |   |  |
|  | Relevant Past Performance: |   |  |
|  | Relevant Experience: |   |  |
|  | Management Approach:  |   |  |
|  | Technical Approach: |   |  |
|  | Benefits to local community: |  |  |
|  |  |

**Evaluation of Bids**

(a) The SVRCD will award a contract resulting from this solicitation to the responsible quoter whose quote conforming to the solicitation will be most advantageous, price and other factors considered. The following factors shall be used to evaluate quotes:

• Past Performance

• Technical

• Price

Technical and past performance, when combined are equal to price.

(b) A written notice of award or acceptance of a quote, mailed or otherwise furnished to the successful quoter within the time for acceptance specified in the quote, shall result in a binding contract without further action by either party.

RESPONSIBILITY

The SVRCD will determine responsibility by analyzing whether the apparent successful Quoter or Quoters comply with the following requirements:

• Adequate financial resources or the ability to obtain them;

• Ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;

• Satisfactory record of integrity and business ethics;

• Necessary organization, experience, and skills or the ability to obtain them;

• Necessary equipment and facilities or the ability to obtain them; and

• Otherwise qualified and eligible to receive an award under applicable laws and regulations.

**Factor 1: Past Performance**

**Relevant Past Performance**. Past performance is a measure of the degree to which a vendor, as an organization, has satisfied its customers, and complied with federal, state, and local laws and regulations. The SVRCD may inquire about the following elements, which are all of equal importancein relation to each other, (1) quality of the work; (2) customer satisfaction; (3) timeliness of the Firm during performance and the final completion of the project; and (4) overall business relations.

Performance information for their firm and any proposed major subcontractors performing more than 20% of the work shall be submitted with a minimum of three references within the last three years.

Include the following information for each reference:

1. Reference name
2. Company or organization
3. Current telephone number
4. Project name or contract number
5. Project Size in dollars and acreage
6. Location
7. Approximate completion date, or anticipated completion date if in progress

The quoter may provide information on problems encountered on the contracts and subcontracts listed and the corrective actions taken to resolve those problems.

The SVRCD may contact references beyond those identified by the quoter to obtain additional information in the evaluation of the quoters past performance. Performance information may be obtained on any federal, state, local, and commercial contract performance of the quoter that is known to the SVRCD and may include information from existing contract files. Additionally, personal experience and an evaluator personal knowledge of quoters performance may be used.

**Factor 2: Technical**

**(a) Relevant Experience:** Relevant experience is the measure of the similarity of previous work performed by the Quoter to that required in this solicitation and the extent to which the Quoter has performed such work. The SVRCD will evaluate the experience data to determine the degree to which the similarity and extent of that experience demonstrates the ability to successfully perform the technical specification. “Same or similar” as referenced below, is defined as experience on projects that are the same or similar in size, scope, complexity and dollar magnitude as the job described in the solicitation. The SVRCD will evaluate the quoter’s experience/technical competent information in terms of relevancy using the rating scale. Quoters shall provide Project Experience information with the solicitation package.

• At least three (3) of the jobs submitted must be the same or similar to the project described in the solicitation. To demonstrate qualifications, the quoters shall identify relevant experience for the type of work proposed in this Solicitation, performed in the past three (3) years. The relevant experience may be as the prime contractor, as a public or non-profit organization, or as a partnering group.

**(b) Management Approach:** Quoters will be evaluated as to the quoter's ability to perform and to satisfy all requirements outline in the Technical Specification.

• Understanding of the work, including creativity and thoroughness shown in understanding the objectives of the work and specific tasks specified in the solicitation, and planned execution of the project.

• Evidence of specific methods and techniques for completing each discrete task, to include such items as quality assurance as detailed in the technical specifications.

• Ability to address anticipated potential problem areas, and creativity and feasibility of solutions to problems and future integration of new processes and technology enhancements.

• Quality and effectiveness of the allocation of personnel and resources. Approach for structuring and staffing key personnel to effectively accomplish the work under this RFQ. The evaluation will be based on the extent to which the vendor clearly demonstrates an ability to staff the who meet the minimum personnel qualifications, both initially and over the life of the contract. The SVRCD will evaluate the quoter’s approaches for effectively planning, controlling, directing, and accomplishing the work under this contract.

• Degree to which the Quoter's quote/response demonstrates an understanding of logistics, schedule, and any other miscellaneous issues of which the SVRCD should be aware of.

**(c)** **Technical Approach.** Technical approach is a measure of the degree to which the vendor presents their understanding of the requirements and the challenges of this project as well as their ability to mitigate those challenges and complete the project as specified. The narrative response to the technical approach should be in as much detail as the quoter considers necessary to fully explain their proposed technical approach or method. The technical approach should reflect a clear understanding of the nature of the work being undertaken and an understanding of the acceptable quality level. The narrative need not be lengthy but shall at a minimum address the following information:

1) Work Plan: The staffing and equipment available to perform task orders during the contract period.

2) Quality Control Plan: Submit the quality control plan which will be used to ensure an acceptable quality level of 90% or greater is achieved on all line items. Describe who is responsible for Quality Control and how you intend to inspect and ensure work is performed that conforms to specifications and remains within an acceptable quality level.

3) Safety: What is your safety plan to perform this work?

**(d) Benefits to Local Community** - the SVRCD will evaluate (1) the extent to which the quoters response describes how its planned activities in performance of the project will provide a direct economic benefit to the local community, including how this benefit will be quantified; (2) the effectiveness of the quoter’s strategy and likelihood of success; and (3) potential magnitude of economic benefit to the local community.

**Factor 3 – Price**

The price supplied on seed project task orders will be evaluated against the SVRCD estimate as a way to further clarify if the quoter understands the solicitation requirements and determine fair and reasonable pricing. In addition to providing a dollar amount on seed project task order, please provide an explanation on how you formulated your pricing for the project task order.

**BID FORM ATTACHMENT NO. 6: Work Plan**

Please use the following space to describe in sufficient detail the work plan or methods you will employ to gain site access and accomplish the project according to specifications. This will include a full description of how the project will meet the site requirements and prevent damage to infrastructure. You may attach a written response to this packet if needed.

|  |
| --- |
|  |

Appendix II

**Exhibit A**

Attached: FIRE PLAN FOR CONSTRUCTION AND SERVICE CONTRACTS – 2 pages

**FIRE PLAN FOR CONSTRUCTION AND SERVICE CONTRACTS**

1. **SCOPE:**

The provisions set forth below outline the responsibility for fire prevention and suppression activities and establish a suppression plan for fires within the contract area. The contract area is delineated by map in the contract. The provisions set forth below also specify conditions under which contract activities will be curtailed or shut down.

1. **RESPONSIBILITIES:**
2. Contractor
3. Shall abide by the requirements of this Fire Plan.
4. Shall take all steps necessary to prevent his/her employees, subcontractors and their employees from setting fires not required in completion of the contract, shall be responsible for preventing the escape of fires set directly or indirectly as a result of contract operations, and shall extinguish all such fires which may escape.
5. Shall permit and assist in periodic testing and inspection of required fire equipment. Contractor shall certify compliance with specific fire precautionary measures in the fire plan, before beginning operations during Fire Precautionary Period and shall update such certification when operations change.
6. **TOOLS AND EQUIPMENT:**

The Contractor shall comply with the following requirements during the fire precautionary period, as defined by unit administering contracts:

**The Fire Precautionary Period is set by the State of California which is April 1 through December 1 of any year.**

**A. Fire Tools and Equipment**: Contractor shall meet minimum requirements of Section 4428 of the California Public Resources Code (C.P.R.C.). Fire tools kept at each operating landing shall be sufficient to equip all employees in the felling, yarding, loading, chipping, and material processing operations associated with each landing. All required fire tools shall be maintained in suitable and serviceable condition for fire fighting purposes.

Trucks, tractors, skidders, pickups and other similar mobile equipment shall be equipped with and carry at all times a size 0 or larger shovel with an overall length of not less than 46 inches and a 2-1/2 pound axe or larger with an overall length of not less than 28 inches.

**B. Fire Extinguishers**: Contractor shall equip each internal combustion chipper with a fire extinguisher for oil and grease fires (4-A:60-B:C).

All Fire Extinguishers shall be mounted, readily accessible, properly maintained and fully charged.

**C. Spark Arresters and Mufflers:** Contractor shall equip each operating tractor and any other internal combustion engine with a spark arrester, except for motor vehicles equipped with a maintained muffler as defined in C.P.R.C. Section 4442 or tractors with exhaust-operated turbochargers. Spark Arresters shall be a model tested and approved as shown in the. National Wildfire Coordinating Group Spark Arrester Guide, Volumes 1 and 2, and shall be maintained in good operating condition. Every motor vehicle subject to registration shall at all times be equipped with an adequate exhaust system meeting the requirements of the California Vehicle Code.

**D. Power Saws:** Each power saw shall be equipped with a spark arrester approved according to C.P.R.C. Section 4442 or 4443 and shall be maintained in effective working order. An Underwriters Laboratories (UL) approved fire extinguisher containing a minimum 14 ounces of fire retardant shall be kept with each operating power saw. In addition, a size 0 or larger shovel with an overall length of not less than 38 inches shall be kept with each gas can but not more than 300 feet from each power saw when used off cleared landing areas.

1. **GENERAL**

A. **State Law**: In addition to the requirements in this Fire Plan, the Contractor shall comply with all applicable laws of the State of California. In particular, see **California Public Resource Codes**.

B. **Smoking**: Smoking shall not be permitted during fire season, except in a barren area or in an area cleared to mineral soil at least three feet in diameter. The Contractor shall sign designated smoking areas. Contractor shall post signs regarding smoking and fire rules in conspicuous places for all employees to see. Contractor's supervisory personnel shall require compliance with these rules. Under no circumstances shall smoking be permitted during fire season while employees are operating light or heavy equipment or walking or working in grass and woodlands.

C. **Storage and Parking Areas**.  Equipment service areas, parking areas, and gas and oil storage areas shall be cleared of all flammable material for a radius of at least 10 feet unless otherwise specified by local administrative unit.  Small mobile or stationary internal combustion engine sites shall be cleared of flammable material for a slope distance of at least 10 feet from such engine.

F. **Reporting Fires**: As soon as feasible but no later than 15 minutes after initial discovery, Contractor shall notify 911 emergency services of any fires on Contract Area or along roads used by Contractor. Contractor's employees shall report all fires as soon as possible.

**When reporting a fire, provide the following information:**

* + - Your Name
		- Call back telephone number
		- Project Name
		- Location: Legal description (Township, Range, Section); and Descriptive location (Reference point)
		- Fire Information: Including Acres, Rate of Spread and Wind Conditions.