



**SHASTA VALLEY
RESOURCE CONSERVATION DISTRICT**

215 Executive Court, Suite B, Yreka, CA 96097
(530) 572.3120
www.svr.cd.org

**West Mt. Shasta Forest Resilience Phase II Project – Luginbuhl Handwork
BID PACKET**

Project Funded by a CalFire Forest Health grant

Project Summary

This project is located within Western Mount Shasta in Siskiyou County, California. This is a collaborative and partnership directed strategic planning effort bringing together Siskiyou Land Trust and the Shasta Valley Resource Conservation District.

The project will focus on the handwork treatment of approximately 77 acres of forest area at Siskiyou Land Trust's Luginbuhl Ranch Preserve. The project is intended to 1.) improve forest health and resilience to severe wildfire, drought, disease, and pests, 2.) reduce wildfire risk for nearby communities and infrastructure, 3.) enhance ecological biodiversity.

Implementation must not begin before receiving the Notice to Proceed.

Contractor's Obligations

The Bidder must analyze and respond to all sections of this Bid Packet, providing detailed 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 the 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, hand deliver, or email their bid to the address listed below **by 2pm on September 16th, 2026**. Hard or electronic bids will be accepted.

**Shasta Valley RCD
215 Executive Ct., Suite B
Yreka, CA 96097**

For hard copy bids, 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 the Luginbuhl Handwork Project"**.

Electronic bids shall be sent to Anna Parry, Project Manager at aparry@svrcd.org and CC Hannah Link, Siskiyou Land Trust at hannahlink@siskiyoulandtrust.org. Please make the subject line “**Bid for the Luginbuhl Handwork Project**” followed by your company’s name.

For Project Communications, please contact Siskiyou Land Trust, Project Manager.

Hannah Link
Siskiyou Land Trust Conservation Project
Hannahlink@siskiyoulandtrust.org
530-526-6895

Critical Dates

Pre-bid Site Visit

Contractors wishing to bid on this project may attend a pre-bid site visit scheduled on **Friday, September 4th at 9am**. Those interested will meet at the Luginbuhl Ranch Preserve at 2100 Deetz Rd. in Mount Shasta. Representatives of the SVRCD and Siskiyou Land Trust will be present to discuss the project. Please advise Anna Parry, Project Manager if you plan to attend.

Anna Parry
Project Manager
Shasta Valley RCD
Email: aparry@svrcd.org
Phone: 702-300-5952

Hannah Link
Stewardship Project Manager
Siskiyou Land Trust
Email: Hannahlink@siskiyoulandtrust.org
Phone: 530-526-6895

Contract Dates

The Contractor shall not begin operations until the Notice to Proceed is issued. All work shall be completed by **September 30th, 2027**.

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.

Project Specifications

This project will enhance wildfire resiliency and reduce fuel load by treating approximately 77 acres on private lands conserved by Siskiyou Land Trust. The prescription includes hand cutting and chipping or piling all vegetation less than 12” diameter within proposed treatment areas.

- Cut and remove conifers, regardless of species, less than 12 inches DBH. No commercial sized conifers over 12” DBH may be removed.
- Cut all brush unless flagged.
- Limb conifer trees up to 8 ft at stem. Pruning must be done by hand without damaging the bole of the tree. Limbs shall be chipped or piled.

- Hazardous snags that may impede work or create dangerous working conditions shall be felled.
- Retain oak density through 24' bole to bole spacing. Where no oaks are present, select conifers for retention.
- Favor all hardwoods followed by order of Sugar Pine, Douglas Fir, incense cedar and ponderosa pine. Remove all white fir and knobcone pine.
- Treated fuels will be chipped or piled. Piles will be created only in areas where chipping equipment access is not feasible.
- Any vegetation felled outside the project area will be brought back in for treatment
- Where slash is piled, keep piles no larger than 8 feet in diameter and a minimum of 4 to 6 feet in height
- Piles shall be made at least 10 feet away from remaining trees and vegetation

Special Requirements/Considerations:

- All mechanical equipment shall be cleaned prior to entry of property to mitigate introduction of invasive species onto the preserve.
- Stage chips on stable upland ground away from the meadow, riparian areas, swales, trail, and protected shrubs. Direct-chip into designated upland areas and broadcast in a thin, discontinuous layer—no deeper than 2–3 inches—while keeping chips off wet ground, drainage features, shrub crowns, and tree trunks.
- In the meadow and fen areas, minimize equipment traffic and soil compaction; do not stage, pile, or broadcast chips there. Selectively remove conifer encroachment and dense ladder fuels. Girdle only selected larger trees as identified by Project Manager.
- Flagged and protect azalea, Spirea, and ninebark, using hand treatments nearby and keeping equipment, chips, and slash out of their root zones. Selectively cut dead, overly dense, or ladder-fuel-connected manzanita, while retaining healthy, spaced patches. Retain defined plots of native riparian shrubs as habitat islands, with sufficient gaps between patches to reduce fuel continuity.
- Maintain safe trail clearance and remove hazards while retaining representative native vegetation for interpretation, including meadow restoration, fuel reduction, and riparian habitat values.
- Protect all *Darlingtonia californica* occurrences and associated seeps from disturbance. Do not place fill, chips, slash, or equipment within marked exclusion areas or alter site hydrology.
- Follow marked trail access into and out of wet meadows and fens.
- Exclusion Areas will be flagged in orange and white striped 'Special Treatment' flagging or yellow and black 'Hazard Area' flagging prior to commencement of operations.
- Contractor shall contact Siskiyou Land Trust Project Manager, Hannah Link (listed above) prior to entering the property.

Exclusion Areas

- Contractor shall avoid disturbing exclusion areas with equipment. Exclusion areas will be flagged with orange-and-white striped flagging.
- Discovery, by either the Contractor or the Shasta Valley Resource Conservation District, of sensitive resources needing special protection shall be promptly reported to the Project Manager listed above. Contractor shall immediately cease operations in the area. A perimeter of the protected resource shall be identified and avoided using orange-and-white striped flagging.

Protection of Sensitive Wildlife & Plant Species:

- Qualified SVRCD staff or a contracted biologist will complete surveys within 2 weeks prior to work beginning to detect any new active nests, roosts, dens, etc. or wildlife that cannot move out of the project area on its own. Exclusion areas will be established around any wildlife habitat elements. Buffer zones will also be placed around any special status plant species located in the project area. Surveys must be completed before implementation can begin.
- If wildlife is encountered during project activities, project work shall be paused to allow wildlife to leave the area unharmed. Exclusion areas will be established around habitat elements such as active nests, dens, roosts, etc. Any such areas identified by Contractor must be reported to the Project Manager.
- In order to protect any species covered by the Migratory Bird Treaty Act (MBTA), fuels treatment between March 1 to August 31 must not occur until surveys are conducted by a biologist or a person with knowledge of, and ability to recognize, species protected by the MBTA and it is determined that there are no occupied nests within the proposed activity area. SVRCD staff or a contracted biologist will complete these surveys within 2 weeks prior to work beginning. If an MBTA species is located, then no activities will occur within 100 feet of the nest during the breeding season (March 1- August 31).
- If Contractor discovers any sensitive wildlife or plant species, Contractor shall immediately contact the Project Manager and stop work within 100 feet of the sensitive species.

Protection of Aquatic & Riparian Habitat

- Intermittent streams that have side slopes less than 30% will have a 25-foot buffer, side slopes over 30% will have a 50-foot buffer. Perennial streams will have no vegetation disturbance within the first 15 feet from the stream bank. Side slopes less than 30% will have 35-foot buffer beyond that 15 foot no activity zone. Slopes 30-50% will have a 60-foot buffer and side slopes over 50% will have buffer of 85 feet beyond the 15 foot no activity zone. Within these buffers, vegetation disturbance shall be limited to hand chainsaw work. No equipment will be used within the buffer.

Boundaries:

- The boundaries depicted on the project area map delineate the treatment unit. Unit boundaries will be flagged with pink flagging. A georeferenced digital map will be provided to help Contractor identify unit boundaries using GPS assisted technology.
- Riparian buffer zones will be flagged with blue & white striped flagging. A georeferenced map of these areas will also be provided. Disturbance of these areas should be minimized.
- Buffer zones for sensitive resources will be flagged with orange & white striped flagging. A georeferenced map of these areas will also be provided. Sensitive resource areas will be excluded from project work.
- In areas where the digital map differs from on-the-ground flagging, any flagging present will prevail as the boundary.

Safety:

- Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the work.
- During the contract performance, Contractor shall protect the lives and health of workers performing the work and other persons who may be affected by the work and prevent damage to property adjacent to the project.
- Contractor shall comply with all applicable laws, ordinances, rules, regulations, and orders of any public body having jurisdiction for the safety, of persons or property or to protect them

from damage, injury, or loss; and shall erect and maintain all necessary safeguards for such safety and protection.

Work progress:

Contractor's operations shall progress in a workmanlike and orderly manner to avoid accidentally leaving untreated areas, with workers regularly connecting treated areas. At the end of each workday, no "islands" of untreated areas shall be left within areas that have been treated.

Payment Schedule

The SVRCD submits invoices to the Granting Agency on a monthly basis. 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 their 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. The 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:

Lump sum and per acre bids with details on:

- Treatment plan for project area, including equipment types
- Ability to implement project within stipulated timeframe
- Timing of operations
- Use of subcontractors if applicable

Additional Information

Site Location: This project is located on land within Siskiyou Land Trust owned property of Luginbuhl located in West Mount Shasta. Land ownership includes privately owned parcels. See maps in Appendix II for more information.

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.

Insurance: The Contractor is required to provide SVRCD with proof of appropriate insurance listing the SVRCD as additionally insured. All subcontractors also shall provide the insurance listed below.

General and Commercial Liability Insurance:

The Contractor shall provide commercial general liability insurance of not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined for \$2,000,000 in effect to the Contractor.

Worker's Compensation Insurance:

The Contractor shall provide Worker's Compensation Insurance with Waiver of Subrogation. Employer's liability shall be not less than **\$1,000,000.00**.

Commercial Automobile Insurance on Owned, Hired, and/or Non-Owned vehicles:

The Contractor shall provide Commercial Automobile Insurance on Owned, Hired, and/or Non-Owned vehicles of not less than **\$1,000,000.00** policy.

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.

Labor Compliance: Contractor agrees to be bound by all the provisions of the California State Labor code.

License: Contractor must be licensed to perform work in the State of California.

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 have been determined by Global Positioning Systems (GPS) and/or Geographic Information Systems (GIS). If re-measurement of the acreage 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.

Rework and Re-inspection after Rework: If contract specifications are not met as determined by Project Manager, payment may not be made until the problem has been corrected, unless the Project Manager determines that a reduction in pay in lieu of rework is acceptable.

Safety: When Contractor's operations are in progress adjacent to or on all roads. Contractor shall furnish, install, and maintain all temporary traffic controls which provide the road user with adequate warning of hazardous or potentially hazardous conditions associated with Contractor's operations.

Protection of Improvements and Survey Monuments: The Contractor shall avoid any damage to improvements such as, but not limited to: trails, telephone lines, pipelines, structures, roads, fences, gates, utility poles, power lines, pedestals, survey markers or monuments, and survey witness trees. The contractor will be required to repair or pay fair market value to replace any damaged improvements.

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 Subcontractors
- 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 Map
- Exhibit B: Fire Plan

Appendix I

BID FORM ATTACHMENT NO. 1: Contractor Information

General Information:

Company
Name: _____

Company
Address: _____

Contact
Name: _____

Phone: _____ Fax: _____

Email: _____ Federal ID
or SSN #: _____

Years in
Business: _____ License
Type and #: _____

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

1. (CONTACT NAME) _____ (PHONE) _____

(BUSINESS NAME) _____

2. (CONTACT NAME) _____ (PHONE) _____

(BUSINESS NAME) _____

3. (CONTACT NAME) _____ (PHONE) _____

(BUSINESS NAME) _____

Bid Validity

Please specify the length of time this bid is valid for (must be a minimum of 30 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 the 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.

A bid will be considered non-responsive and will be rejected if the BIDDER does not correctly complete the Subcontract List contained herein and include this Proposed Subcontractor list with the Bid Form.

A. 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	Handwork	77	ac		
Total Bid Cost:					

Units: LS = Lump sum; ac = acre

Pay items Description:**1.0 Handwork**

The bid price for this item shall include all equipment, manpower, mobilization, insurance, and bonding to complete the work described in the specifications to handwork this **77-acre** area.

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 Forest Health Grant – West Mt. Shasta Phase II		
Project Title:	Luginbuhl Ranch Preserve Handwork Project		
Bidder/Contractor:			
Total Bid Amount:			
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:	<i>5 = Excellent</i>		
	<i>3 = Adequate</i>		
	<i>0 = Inadequate (cause for rejection of bid)</i>		
	Guarantee on Services:		
	Ability to implement project within stipulated timeframe:		
	Labor force and equipment to perform work:		
	Proposal for completing tasks:		
	Provide local jobs:		

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 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.

Attachments

Attachment A

Attached: Map of Project Area

Attachment B

Attached: Fire Plan