



P.O. BOX 1225
QUINCY, CA 95971



418 N MILL CREEK RD
QUINCY, CA 95971



(530)927-5294
PLUMASFIRESAFE.ORG

REQUEST FOR BIDS
Archaeological Survey and Inventory Services
June 25, 2021

OVERVIEW

Plumas Corporation, on behalf of the Plumas County Fire Safe Council, is seeking the services of a qualified Archaeologist who is currently registered with the California Information Centers. The work to be performed consists of conducting a heritage resource inventory within hazardous fuels reduction (HFR) treatment areas of the Greenhorn Hazardous Fuel Reduction project.

The area to be surveyed is a discontinuous area east of Quincy, California, east of Highway 70. The Areas of Potential Effects encompasses 148.3 acres:

Mastication	117.6 acres
Hand-thin, pile & burn	30.7 acres

75.6 acres of the project area are owned by Sierra Pacific Industries. These treatment areas have had recent archaeological surveys completed by a California Registered Professional Forester. The survey results and report will be made available to the contracted Archaeologist for the purposes of the Greenhorn Hazardous Fuel Reduction project.

SCOPE OF WORK

The work consists of six tasks to be completed for each of the three project areas:

Task 1: Review of relevant archaeological records

Task 2: Survey the properties

Task 3: Record significant findings

Task 4: Prepare maps of discovered cultural resources

Task 5: Prepare draft reports for review by Plumas Corporation and Plumas National Forest

Task 6: Incorporate suggested changes to produce a final report

SCHEDULE

No later than:

Issue Request for Bids	June 25
Bid Proposals Due	July 16
Award of Contract(s)	July 21
Submission of Tasks 1-5	Sept 24
Draft Report Review Results to Consultant	Oct 8
Submittal of Final Report	Oct 29

REQUEST FOR QUALIFICATIONS

Please submit the following information with your Bid Proposal:

- A brief narrative describing specific strengths of your firm as they relate to this project.
- Description of key personnel who will work directly on this project, and identification of any subcontractors.
- Description of recent projects similar in nature to the proposed project.
- Client references, which include name and title, e-mail address and telephone number of the contact person most knowledgeable of the work done by your firm.

SELECTION CRITERIA

Consultant selection will be based upon:

- (1) proposed project budget
- (2) the consultant's qualifications and experience;
- (3) the consultant's ability to meet project timelines;

ACCEPTANCE OR REJECTION OF PROPOSALS

A contract will be awarded to the firm(s) whose Bid Proposal most closely satisfy the needs of Plumas Corporation. Costs will not be a sole determining factor in acceptance or rejection of Bid Proposals. Plumas Corporation reserves the right to reject any and all proposals or portions thereof, to waive any information and/or errors in the proposal, and to accept the proposal considered to be in its best interest. Plumas Corporation reserves the right to negotiate the scope of work and final cost of the project after selection of the consultant(s).

BID PROPOSAL SUBMITTAL

Bids must be submitted on the attached Bid Proposal form and may be mailed to Hannah Hepner, Plumas Corporation, PO Box 3880, Quincy, CA 95971 or sent via FAX to 530-283-5465 or to the e-mail address listed below.

Proposals must be received by Plumas Corporation by 1:00 pm on July 16, 2021. Any Bid Proposals received after the specified date and time will not be considered.

If you have questions, please contact Hannah Hepner at 530-927-5281 or at PlumasFireSafe@plumascorporation.org.

ARCHAEOLOGICAL SURVEY AND INVENTORY SERVICES

GREENHORN HAZARDOUS FUEL REDUCTION PROJECT

Contract # 21-01-296

**PLUMAS CORPORATION
47 TRILOGY WAY
P.O. BOX 3880
QUINCY, CA. 95971**

**Contact Tax ID #: TBD
Contract Amount: \$TBD**

I. SPECIFIC CONDITIONS

A. SCOPE OF WORK

The Consultant shall, at its own risk and expense, perform the work described below, furnishing all required labor, facilities, equipment, materials and transportation to perform the work described herein. The work to be performed consists of conducting and reporting on a heritage resource inventory for a hazardous fuel reduction (HFR) project in Plumas County, California. The project is summarized as follows:

PROJECT Greenhorn HFR	AREA	HFR TREATMENT
Unit 1	57.0	Mastication
Unit 2	16.8	Mastication
Unit 3	21.1	Mastication
Unit 4	.3	Mastication
Unit 5	.3	Hand thin
Unit 6	1.5	Mastication
Unit 7	.4	Mastication
Unit 8	.5	Mastication
Unit 9	1.6	Mastication
Unit 10	1.5	Mastication
Unit 11	.3	Mastication
Unit 12	1.3	Mastication
Unit 13	.3	Mastication
Unit 14	13.9	Mastication
Unit 15	.4	Mastication
Unit 22	19.1	Hand Thin
Unit 33	11.3	Hand Thin

This project is funded by Plumas National Forest "Stevens" Funds. NEPA requires that that continuous on-site field supervision of all survey and site recordation work must be done by a qualified archaeologist who is currently registered with the California Information Centers, and has no less than a M.A. Degree in Anthropology, or related field experience.

Work is to be accomplished pursuant to Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), procedures of the Advisory Council of Historic Preservation (36 CFR 800) in accordance with generally accepted methods established by the State Office of Historic Preservation, and the California Information Centers in compliance with the National Environmental Policy Act (NEPA).

Cultural resource survey work will be conducted within the Areas of Potential Effects (APE) outlined on the attached maps.

B. LOCATION and DESCRIPTION

Greenhorn is east of Quincy, CA, in a remote part of central Plumas County. Primarily within Township 24N Range 11E, section 31, 32 & 33.

C. WORK TASKS AND DELIVERABLES

Task 1. Review the archaeological records compiled by the California Information Centers and the Plumas National Forest.

Task 2. Conduct a complete heritage resource inventory of the Area of Potential Effects (APE) as per maps provided by Plumas Corporation. The APE will be flagged prior to initiation of survey work with red flagging to facilitate the survey. A complete inventory entails a systematic pedestrian examination of the surface of all identified portions of the project area. It may also require re-surveying previously inventoried properties or “spot-checking” to ensure the adequacy of previous coverage of sites within the APE. Beyond the exposure of the ground surface for assistance in ground visibility, no subsurface excavation is authorized. Consultant will coordinate with Plumas Corporation staff or agents to identify expected conflicts between heritage resources and the project, and to adjust the tentative APE and/or project design.

Task 3. Record sites utilizing “Historic Property Recording Specifications” format. Record all newly discovered prehistoric, ethnographic, and historical heritage resources encountered within and directly adjacent to the project area(s). Re-record or supplement existing site records as needed based on discrepancies, alterations and/or impacts observed. Identify the boundaries of all heritage resources using red and black striped flagging. All heritage resource sites will be recorded using State Historic Preservation Office (DPR-523) site forms. All site boundaries will be recorded using a resource-grade Global Positioning System (GPS), no recreational GPS units will be allowed. Contractor will be responsible for obtaining California State Trinomial numbers for all sites in project area for inclusion in the final report. In-Situ Artifact Recording procedures will be followed during both inventory and site recording activities. No collection of artifacts is authorized.

Task 4. Provide Plumas Corporation with NAD 83 shapefiles and a hard copy topographic map that depicts cultural resource polygons and line features. Include labels of the polygons if possible.

Task 5. Submit draft reports for review to the Plumas National Forest Mt. Hough RD Archaeologist and Plumas Corporation. The inventory reports will conform to guidelines in the State of California Department of Parks & Recreation “Archaeological Resource Management Reports: Recommended Contents and Format” or Secretary of Interior’s “Standards & Guidelines for Archaeology and Historic Preservation: Reporting Identification Results”.

This includes preparing a Heritage Resources Inventory Report (HRIR) with site records attached for each separate undertaking. The report shall describe the results of the pre-field literature search and sensitivity assessment, methodology, and results of inventory efforts. At a minimum, the report will include Vicinity, Project Location, Inventory Coverage, Previous Coverage, Site Location, and Isolate data maps. The Project Location, Coverage, Site and Isolate Locations maps will all be plotted using 1:24,000 scale topographic base maps.

Task 6. Make required changes to the report, and submit an electronic version to Plumas National Forest and Plumas Corporation.

D. WORK SCHEDULE

Consultant's services shall start upon execution of this contract and shall be completed by Oct 29, 2021. Tasks 1-5 (records review, field survey, recordation, map, and draft report) shall be completed by Sept 24, 2021.

E. INTERFACE

For Plumas Corporation:

Administration	Hannah Hepner P.O. Box 3880 Quincy, CA 95971 Email: plumasfiresafe@plumascorporation.org	Phone: 530-927-5281
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For Feather River Forestry (project layout)

Forester	Danielle Bradfield PO Box 1411 Quincy, CA 95971	Phone: 530-927-7095 Email: dbanchio@gmail.com
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Mapping & Flagging	Kyle Felker Consulting 401 First Street Quincy, CA 95971	Phone: 530-251-6112 Email: mapit400@gmail.com
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For Plumas National Forest:

Technical	Ray Torres 39696 Hwy 70 Quincy, CA 95971	Phone: 530-283-0555 Email: Raymond.torres@usda.gov
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II. GENERAL CONDITIONS

A. INDEPENDENT CONTRACTOR

In assuming and performing the obligations of this Contract, Consultant is an independent contractor and shall not be eligible for any benefits which Plumas Corporation may provide its employees, except as expressly provided for in this Contract. All persons, if any, hired by Consultant shall be employees or subcontractors of Consultant and shall not be construed as officers, employees or agents of Plumas Corporation.

B. DELEGATION OF CONSULTANT'S DUTIES

Unless otherwise expressly agreed to by Plumas Corporation, Consultant shall remain responsible for the quality and timeliness of performance, notwithstanding any delegation of the Consultant's duties under this contract.

C. CONFLICT OF INTEREST/BUSINESS ETHICS

1. Consultant shall exercise reasonable care and diligence to prevent any actions or conditions which could result in a conflict with Plumas Corporation's interest.
2. During the term of this Contract, Consultant will not accept any employment or engage in any work which creates a conflict of interest with Plumas Corporation or in any way compromises the work to be performed under this Contract.
3. Consultant or its employees shall not offer substantial gifts, entertainment, payments, loans or other consideration to Plumas Corporation's employees, their families, vendors, subcontractors and other third parties for the purpose of influencing such persons to act contrary to Plumas Corporation's interest.
4. All financial statements, reports, billings, and other documents rendered shall properly reflect the facts about all activities and transactions handled for the account of Plumas Corporation.
5. Consultant shall immediately notify Plumas Corporation of any and all violations of this clause upon becoming aware of such violation.

D. WARRANTY

Consultant warrants to Plumas Corporation that the work under this Contract shall be performed with the degree of skill and care that is required by current, good, and sound professional procedures and practices and in conformance with generally accepted professional standards prevailing at the time the work is performed, so as to ensure that

the services performed are correct and appropriate for the purposes contemplated in this Contract and related specifications.

E. INDEMNIFICATION

Consultant shall indemnify Plumas Corporation, its officers, agents, and employees against all loss, damage, expense, and liability resulting from injury to or death of person including, but not limited to, employees of Plumas Corporation or Consultant, or injury to property including, but not limited to, damage to property of Plumas Corporation, Consultant, or a third party arising out of or in any way connected with consultant's actions in performance of this Contract.

F. CONSULTANT'S USE OF PLUMAS CORPORATION PROPERTY

All records, reports, computer programs, written procedures, and similar materials, documents, or data in whatever form provided by Plumas Corporation for Consultant's use in performance of services under this Contract shall remain the confidential property of Plumas Corporation and shall be returned to Plumas Corporation immediately upon completion of Consultant's use or upon written request by Plumas Corporation.

G. CANCELLATION

Plumas Corporation or Consultant may cancel this Contract for any reason upon 30 days written notice. Plumas Corporation may cancel this Contract upon 48 hours written notice if Consultant for any reason whatsoever fails, refuses, or is unable to perform the work in accordance with this Contract. In the event of cancellation, Plumas Corporation will pay Consultant for services satisfactorily performed prior to the effective date of cancellation. Any reports, drawings, or other documents prepared for Plumas Corporation prior to the effective date of such cancellation shall be delivered to Plumas Corporation by Consultant. Consultant shall not enter into any agreements, commitments, or subcontracts which would incur significant cancellation costs without prior written approval of Plumas Corporation. Such written approval is a condition precedent to the payment of any cancellation charges by Plumas Corporation.

H. AVAILABILITY OF INFORMATION

Plumas Corporation's duly authorized representatives shall have, during the term of the Contract and for three (3) years thereafter, access at reasonable times to all of Consultant's and its subcontractors' personnel, accounts and records of all description, including but not limited to computer files, pertaining to the Contract to verify or review the quantity, quality, work program and progress of the work, reimbursable costs, amounts claimed by Consultant, estimates of cost for fixed rates including those applicable to proposed changes, and for any other reasonable purposes.

This provision shall apply to all contracts except those performed solely on a lump-sum basis. However, where lump-sum and time and materials work (unit price, reimbursable cost, fixed rates, etc.) are performed together, either as a part of this Contract or as separate contracts, then the above audit privilege shall also extend to Plumas Corporation access to all Consultant's records pertaining to all contracts including the lump-sum for assurance that the portions of the work performed on a time and materials basis are not being charged with time, material or other units or cost which are intended to be covered by lump-sum or fixed rates, etc. provided herein, supplement hereto or in such other agreements.

Consultant's and its subcontractors' accounts shall be kept in accordance with generally accepted accounting principles in the particular industry and shall be kept in such a manner and in sufficient detail to clearly disclose the nature and amounts of the different items of service and cost pertaining to the Contract and the basis for charges or allocations to the Contract.

Consultant and its subcontractors shall preserve all such accounts and records for a period of three (3) years after the term of the Contract. Plumas Corporation's duly authorized representatives shall have the right to reproduce any such accounts and records.

I. COMPLIANCE WITH LAWS

Consultant shall comply with all applicable federal, state, and local laws, rules, and regulations and shall obtain all applicable licenses and permits for the conduct of its business and the performance of the work called for in this Contract.

J. COMPLIANCE WITH TAX REFORM ACT OF 1986

Consultant represents and warrants that it will withhold all taxes, if any, which are required to be withheld under applicable law with respect to payments to persons hired by Consultant who perform services for Plumas Corporation. Consultant shall indemnify and hold Plumas Corporation harmless, on an after-tax basis, for any liability incurred by Plumas Corporation as a result of Consultant's failure to institute any such required withholding.

K. CHOICE OF LAWS

This Contract shall be construed and interpreted in accordance with the laws of the State of California excluding any choice of law rules which may direct the application of the laws of another jurisdiction.

L. NONWAIVER

The waiver by either party of any breach of any term, covenant, or condition contained in this Contract or any default in the performance of any obligations under this Contract shall not be deemed to be a waiver of any other breach or default of the same or any other term, covenant, condition, or obligation. Nor shall any waiver of any incident of breach or default constitute a continuing waiver of same.

M. ENFORCEABILITY

In the event that any of the provisions or the application of any of the provisions of this Contract are held to be illegal or invalid by a court of competent jurisdiction, Plumas Corporation and Consultant shall negotiate an equitable adjustment in the provisions of this Contract with a view toward effectuating the purpose of this Contract. The illegality or invalidity of any of the provisions or the application of any of the provisions of this Contract shall not affect the legality or enforceability of the remaining provisions of the Contract.

N. INCIDENTAL AND CONSEQUENTIAL DAMAGES

Plumas Corporation shall not be liable for incidental or consequential damages including, but not limited to, loss of profits, commitments to subcontractors, rental or lease agreement(s), and personal services contracts unless expressly authorized in writing by Plumas Corporation.

O. PRIOR WORK

Services performed by Consultant pursuant to Plumas Corporation's authorization, but before the execution of this Contract, shall be considered as having been performed subject to the provisions of this Contract.

P. FORCE MAJEURE

Neither Plumas Corporation nor Consultant shall be considered in default in the performance of its obligations under this Contract, except obligations to make payments hereunder, for work previously performed to the extent that the performance of any such obligation is prevented or delayed by any cause, existing or future, which is beyond the reasonable control of the affected party. In the event either party claims that performance of its obligations was prevented or delayed by any such cause, that party shall promptly notify the other parties of that fact and of the circumstances preventing or delaying performance. Such party so claiming a cause-delayed performance shall endeavor, to the extent reasonable, to remove the obstacles which preclude performance.

Q. INTEGRATION

This Contract contains the entire agreement and understanding between the parties as to the subject matter of the Contract. It merges and supersedes all prior or contemporaneous agreements, commitments, representations, writings, and discussions between Consultant and Plumas Corporation, whether oral or written, and has been induced by no representations, statements, or agreements other than those expressed herein. Neither Consultant nor Plumas Corporation shall be bound by any prior or contemporaneous obligations, conditions, warranties, or representations with respect to the subject matter of this Contract.

R. SAFETY PRECAUTIONS AND PROTECTION OF PROPERTY

Consultant shall plan and conduct the work to safeguard persons and property from injury. Consultant shall direct performance of work in compliance with reasonable safety and work practices and applicable federal, state, and local laws, rules, and regulations including, but not limited to, *Occupational Safety and Health Standards*. Neither the issuance of special instructions by Plumas Corporation nor the adherence thereto by Consultant shall relieve Consultant of the sole responsibility to maintain safe and efficient working conditions.

S. PUBLIC TESTIMONY

It is further agreed between the parties that if requested by Plumas Corporation, Consultant shall provide testimony before any public agency to substantiate the data, reports, or materials supplied to Plumas Corporation. Reasonable fees for such testimony will be negotiated at that time.

T. INSURANCE REQUIREMENTS

At all times during the term of this contract, Consultant shall provide and maintain, at its own expense: (1) Workers' Compensation Insurance conforming to the statutory requirements of the state in which operations under this agreement are performed; (2) comprehensive general and automobile bodily injury liability insurance written on an "occurrence" basis subject to minimum limits of \$1,000,000.00 each person and \$1,000,000.00 each occurrence; and (3) general property damage insurance subject to a minimum of \$1,000,000.00 with not more than a \$10,000.00 deductible each loss. All liability insurance coverage shall provide that subcontractors working for Consultant are covered under the terms of Consultant's policies. All insurance shall meet the approval of Plumas Corporation, and all policies evidencing said insurance shall provide for thirty days' written notice to Plumas Corporation in the event of cancellation or material change. A Certificate of Insurance showing evidence of insurance coverage as specified herein shall be furnished to Plumas Corporation prior to commencement of Consultant's operations.

U. AUDIT

Consultant agrees to maintain records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Consultant agrees to allow auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records.

III. BILLING REQUIREMENTS

A. PAYMENT

As full consideration for performance of the Scope of Work, Plumas Corporation will pay Consultant on a lump sum basis, in accordance with the scope of work and deliverables outlined in this Contract and the attached Bid Proposal.

B. TERMS OF PAYMENT

Payment will be by task satisfactorily completed during the Contract Term, in the amount of 100% of the value of completed work, computed in accordance with the terms of this Contract and **not to exceed: \$TBD**. The maximum award reflects a \$TBD lump sum plus \$TBD per site recordation, up to X sites. Additional sites will require action in accordance with IV. AMENDMENTS B. ADDITIONAL WORK. Upon submittal of an itemized invoice, a maximum of 70% of contract total is due and payable upon completion of Tasks 1-5; remainder of the contract total is due and payable on completion of Task 6. **Consultant must be prepared to carry expenses through the time required for Plumas National Forest reimbursement to Plumas Corporation, including all applicable interest charges.** It is expected that payment can be made within 60 days of invoice(s) submittal, subject to Plumas Corporation approval of a correct, itemized invoice. All efforts will be made by Plumas Corporation to expedite payment; however, no interest will be paid on overdue payments.

C. INVOICES

Consultant shall submit an invoice to Plumas Corporation for compensation earned and reimbursable expenses incurred. Each invoice shall be broken down by Contract tasks, and included for each task shall be the following information:

- Task description
- Total cost incurred to date
- Final invoice shall be marked ***Final***.

D. INVOICE SUBMITTAL

Consultant shall send invoices for each payment when due to:

Plumas Corporation ATTN: Jonathan Sprague
 P. O. Box 3880
 Quincy, California 95971
 Jonathan@plumascorporation.org

E. SUBCONTRACTS

Consultant shall include the billing requirements of this Article III in all its contracts with subcontractors and outside consultants. Nothing in this Contract shall create any contractual relations between a subcontractor or outside consultant and Plumas Corporation.

IV. AMENDMENTS

A. CHANGE IN WORK

Plumas Corporation reserves the right to make such changes in work, specifications, or level of effort as may be necessary or desirable, and any difference in contract price resulting from such changes shall be agreed upon in writing by Plumas Corporation before the work is begun.

B. ADDITIONAL WORK

Before proceeding with any work involving possible claims for extra compensation not specified in the Contract, Consultant shall submit in writing to Plumas Corporation a detailed estimate for the cost for such work. Consultant shall provide Plumas Corporation with a detailed breakdown and estimated cost of anticipated contract work including extensions and change orders as follows:

- Description of work to be performed, including detailed breakdown by identifiable tasks
- Estimated cost of each task
- Expected date of completion of each task

C. AUTHORIZATION

Consultant shall not proceed with any such additional work prior to receiving written authorization of Change Order issued to Consultant by Plumas Corporation. No modification or change to this Contract that is beyond the Scope of Work described herein shall be binding or effective unless expressly set forth in writing and signed by Plumas Corporation's Executive Director. Plumas Corporation staff is not authorized to

make modifications or changes to this Contract that are beyond the Scope of Work agreed upon. Consultant agrees that all costs for any such modification or change that is performed by Consultant without Plumas Corporation's prior written approval shall be at Consultant's sole risk and expense.

V. EXECUTION

Contractor

Accepted By: _____
 Consultant

Date: _____

Plumas Corporation

Accepted By: _____
 Jim Wilcox
 Executive Director
 Plumas Corporation

Date: _____