

## REQUEST FOR PROPOSALS

### FOR SERVICES of a REGISTERED PROFESSIONAL FORESTER to the PLUMAS COUNTY FIRE SAFE COUNCIL and PLUMAS CORPORATION

#### PC FSC Fuel Hazard Reduction Project Development & Implementation

Date

#### **Project Overview:**

Plumas Corporation, on behalf of the Plumas County Fire Safe Council (PC FSC), is seeking the services of a Registered Professional Forester (RPF) licensed in the State of California. The RPF will assist in community outreach, project design, development of prescriptions, monitoring, completion of CEQA, and Timber Harvest Permits or Exemptions if necessary. The RPF will also develop treatment prospectus, secure services of qualified contractors, and supervise fuel treatments on Hazardous Fuels Reduction (HFR) projects.

The RPF(s) will be working closely with the Plumas County Fire Safe Council, private landowners and Plumas Corporation in the selection of specific acreages to be treated and the treatment regime. The basic prescription is “thin from below” with the objective to reduce the expected flame length on the treated acres to 2’-4’. There is little expectation that sawlogs and biomass will be produced by the project. Any resultant revenues will be devoted to the project to partially or entirely cover fuel reduction contractor costs.

RPF should provide proposal(s) on: **Project Name Hazardous Fuel Reduction** – Currently there are **XX** interested landowners of approximately **XXX** acres of privately owned lands in the general **Geographic** area including properties near the **Name Communities** . See attached map.

#### **Background:**

Catastrophic forest fires are a constant threat to the citizens, property, businesses and environment in Plumas County. Because of this threat the Plumas County Fire Safe Council has sought and received grant funds to reduce hazardous fuels at a variety of sites around the county. This project is anticipated to be funded with **List Funding Source**. (California State Propositions 40 and 84 Bond Funds; National Fire Plan funds administered by the CA Fire safe Council Clearinghouse; special allocations of federal Secure Rural Schools funding (P.L. 106-393) approved by the Plumas County Board of Supervisors and the Plumas County Resource Advisory Committee. )

## **Goals:**

The goals of projects under the PC FSC program are:

- Conduct community-wide hazardous fuel reduction treatments in a coordinated, multi-parcel effort with interested parcel owners.
- Provide hazardous fuel reduction on defined, separate parcels in the project areas.
- Provide economic assistance in the form of federal cost sharing reimbursements for the reduction and utilization of hazardous fuels.
- Reduce the loss of life, property and natural resources to catastrophic wildfires.
- Initiate strategic fuel reduction projects on private property within and around Communities at Risk.
- Implement the Plumas County Community Wildfire Mitigation Plan, adopted in 2013.
- Create employment opportunities for citizens and businesses within Plumas County, as appropriate.
- Develop fuel reduction opportunities in Plumas County that coordinate the efforts, funds and resources of the Plumas County Fire Safe Council, as well as the Plumas and Lassen National Forests.

## **Scope of Work:**

The Registered Professional Forester (RPF) will be required to complete the tasks described below for each project. Completion of the tasks will require working with the property owner(s), Contractors (LTOs), the Plumas County Fire Safe Council and Plumas Corporation staff.

RPF will generally be responsible to:

- 1) collect pre-assessment information including photo points, treatment options, costs and acreages for grant applications and CEQA compliance,
- 2) when necessary prepare Timber Harvest Plan Exemptions,
- 3) assist Plumas Corporation in the execution of "Landowner Agreements",
- 4) provide project layout for funded projects and prepare prospectuses for soliciting treatment contractors,
- 5) ensure completion of appropriate CEQA and NEPA,
- 6) make recommendations to the PC FSC Board for selection of LTO contractors,
- 7) provide contractor oversight,
- 8) secure purchase orders for forest products and insure proper accountability of materials, and
- 9) update PC FSC's GIS database of HFR activities.

*(See specific tasks by Phase)*

**Phase I - Outreach and Project Design**

Assist with community outreach and community coordination for HFR projects in the target area(s). Contractor may need to attend community meetings and meet with the local property owner(s) to assist the Fire Safe Council in obtaining landowner participation.

Assist the Fire Safe Council in the selection, location and prioritization of properties.

Provide reasonable pre-assessment information including potential treatments, costs and acreages, for assisting the Council in preparing project budgets.

RPF may be requested to attend some Plumas County Fire Safe Council meetings.

RPF may need to assist Plumas Corporation in securing landowner agreements, including discussion with the landowner on planned treatments and in-kind responsibilities.

RPF will work with landowner to define property boundaries.

RPF may be required to provide pre-treatment digital photographs and basic fire behavior information associated with the project, using identifiable photo points, in CD format, to the PCFSC Project Manager and Plumas Corporation staff.

RPF will coordinate the development of the fuel reduction project with the property owner, Plumas County Fire Safe Council, mills, US Forest Service, other agencies and Plumas Corporation staff through the development of the Operational Plan and Schedule that demonstrates the completion of all the tasks by agreed to date upon funding of this phase. RPF will conduct an appropriate field review of potential project locations on the site in order to accomplish the following tasks:

- Development of fuel reduction prescriptions, delineation of trees or vegetation to be removed, an assessment of commercial value and destination of forest products (logs and chips), and layout in conjunction with landowners or community representative.
- Preparation of appropriate CEQA including Negative Declarations and if necessary forest product harvesting permits.
- Providing pertinent information to federal agencies, when federal funds are used to allow for treatments so the environmental 'Decision Memos' may be developed.
- Preparation of treatment prospectus for solicitation of HFR contractors
- Assistance in establishment of monitoring plots to collect stand conditions, expected fire behavior & photos.

RPF will develop project level Geographic Information System (GIS) maps using Global Positioning System (GPS) technology in an agreed upon format, using the Plumas County Parcel base map and NAIP imagery for all project sites, showing areas to be treated, by type of treatment

<b>Phase II – Project Implementation</b>
RPF will assist Plumas Corporation staff and PCFSC in the execution of the individual “Landowner Agreements” for signature by the landowner(s) and Plumas Corporation. These documents will include technical specifications, cost calculations, supporting maps and contract documents. All forest products removed will be the property of Plumas Corporation. Pro Forms of these agreements will be provided by PC FSC.
RPF will secure a “Purchase Order” for commercial forest products generated from the treatment of hazardous fuel materials, which are removed in the form of saw logs or biomass.
In conjunction with Plumas Corporation staff, solicit treatment contractors by email using the PC FSC Contractor list and submitting to PC FSC’s webmaster for posting on the PC FSC website a “Project Prospectus”. Evaluate bids and make recommendations on selection of treatment contractors considering best value (cost, experience, history, licenses). Help ensure treatments can be accomplished within cost constraints. Contractors will be under contract with Plumas Corporation prior to beginning work. RPF cannot authorize modifications of the contract terms.
RPF will provide continual administration and monitoring of the hazardous fuel reduction project (as appropriate) and develop notices of completion on the project and assist in tracking invoices, costs & revenues; reporting all information to Plumas Corporation staff.
RPF will provide a reporting of actual sawlog and chip volume (Green Ton and mbf), harvesting costs, timber yield taxes, and projection of effects on local employment will be reported.
RPF will provide assistance and project information for the monitoring process in concert with Plumas Corporation, Plumas County Fire Safe Council, and the landowners.
RPF may be required to provide post-treatment digital photographs and basic fire behavior information associated with the project, using identifiable photo points, in CD format, to the PCFSC Project Manager and Plumas Corporation staff.
RPF will update Geographic Information System (GIS) maps using Global Positioning System (GPS) technology in an agreed upon format, using the Plumas County Parcel base map and NAIP imagery for all project sites, showing areas actually treated and treatment.
RPF will provide assistance and coordinate with the PCFSC Coordinator and Plumas Corporation staff in the development and filing of quarterly Grant Reports and financial summaries as appropriate. Plumas Corporation will actually prepare and submit the reports. RPF will provide assistance to Plumas Corporation in submitting Tax Yield Tax payments to the California Board of Equalization.

Payment will only be made for actual work accomplished and invoiced. RPF must acknowledge and affirmatively indicate that they can provide such services and complete **all** the tasks within the agreed to amounts on a time and materials basis.

## **Contract Milestones:**

<b>Milestone</b>	<b>Completion Date</b>
Release of RFP	
Proposal due by 5 p.m.	
Review and selection	
Contract signed by RPF	
RPF work begins Phase I - Outreach and Project Design	
RPF work begins Phase II - Implementation	
RPF completes project responsibilities	

## **Insurance Requirements:**

As required for contract for services with Plumas Corporation, the contract shall require proof of:

- (a) Commercial General Liability: One Million Dollars (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to this Agreement or the general aggregate limit shall be twice the required occurrence limit.
- (b) Professional Errors and Omissions Liability: Policy limits of not less than One Million Dollars (\$1,000,000) per occurrence and One Million Dollars (\$1,000,000) annual aggregate, with deductible or self-insured portion not to exceed Twenty-Five Thousand Dollars (\$25,000).
- (c) Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury or property damage.
- (d) Workers' Compensation and Employers Liability: (If employing workers) Workers' Compensation limits as required by the Labor Code of the State of California and Employers Liability limits of One Million Dollars (\$1,000,000) per occurrence.

The contract shall require the contractor to maintain such insurance and to indemnify the Council and Corporation against claims arising from the contractor's performance of the contract.

## **Contract Term:**

The contract term is negotiable but anticipated to run through September 2017. Subsequent contract renewals are anticipated for additional PC FSC projects and will be based on project status, funding, and other factors.

## **Registered Professional Forester Selection Criteria:**

Selection of the RPF will be based on the submission of the following required information to Plumas Corporation. A committee from the Plumas County Fire Safe Council will review and select the best-qualified forester. Provide a statement of qualifications, certifications, and work history demonstrating the knowledge, skills and abilities to adequately and efficiently complete the selection criteria below. **Please address each of the items specifically and individually.**

1. California Registered Professional Forester license number
2. History and background of RPF and/or firm
3. Name, address, e-mail, fax and phone number of RPF and/or firm
4. Demonstrated capacity to conduct the Scope of Work, including GPS/GIS capability and familiarity with community hazardous fuel reduction projects
5. Plumas County and/or Northern Sierra Nevada region work experience
6. Relevant experience and technical competence in collaborative work with other entities (i.e., Fire Safe Council, County representatives and agencies, Cal Fire, contractors, community members, US Forest Service, etc.)
7. Familiarity with the California Forest Practice Act, US Forest Service and National Environmental Policy Act (NEPA), and other related environmental regulations.
8. Ability to comply with insurance requirements
9. An hourly cost estimate, including rates for: travel, collection of field information, participation in community and landowner meetings, data collection, document preparation and research.
10. List of 5 most recent references and former clients. If there are time period gaps between references provided, explain the gap.

Affirmative Action will be taken into account to assure that women and minority owned businesses are utilized when possible.

The Plumas County Fire Safe Council and Plumas Corporation reserve the right to reject any proposal and to select and negotiate all RPF work based solely on the judgment of the Fire Safe Council and/or Plumas Corporation as to the suitability of the persons responding to this RFP to perform the described work. Interviews will be at the option of the Plumas County Fire Safe Council and Plumas Corporation. A final decision will be made no later than **Date**.

## **Proposal Submission:**

This Request for Proposal package is available for review online at: <http://www.plumasfiresafe.org/info-for-contractors.html>

One copy of the proposal package addressing all criteria must be received electronically by **Date** at 5 p.m. by Diann Jewett: diann@plumascorporation.org. For questions about this Request for Proposals please contact Hannah Hepner at 530-283-3739 or Mike Callaghan at 510-326-5031.

The program or activities under this agreement will be in compliance with the nondiscrimination provisions contained in Titles VI and VII of the Civil Rights Act of 1964, as amended; the Civil Rights Restoration Act of 1987 (Public Law 100-259); and other nondiscrimination statutes: namely Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and American's With Disabilities Act of 1990.