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## REQUEST FOR PROPOSAL

Release Date: 5/4/17

**Proposal Submission Deadline: May 15, 2017**

Project Title: Rancho Tierra Grande – HOA Chipping 5GS16140

Contact Person: Pam Peck  
c/o Fire Safe Council For Monterey County  
2221 Garden Rd.  
Monterey, CA 93940  
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## PROJECT DESCRIPTION

RFP: The Fire Safe Council For Monterey County (FSCMC) will be utilizing bids to enter into one or more contract agreements, with qualified contractors to provide curb-side chipping services to the Rancho Tierra Grande Home Owners Association (RTG HOA) and to individuals in the RTG HOA community participating in the Rancho Tierra Grande HOA Chipping for Hazardous Fuel Reduction Grant 5GS16140.

Project Title: Rancho Tierra Grande HOA Chipping for Hazardous Fuel Reduction Grant 5GS16140 (Project).

### Project Location

The Project area addressed in this RFP is located in Mid-Valley of Carmel Valley, Monterey County California. The Project encompasses the area of the RTG HOA. Entry to the Project is approximately 6 miles east of State Route 1, off Carmel Valley Road, viewable in Google Maps using this link <https://goo.gl/maps/AqC3mJiK6LL2>

### General Scope of Work/Project

The Selected contractor(s) will provide “curb-side chipping” services, utilizing a mobile chipper (tow-behind chipper) and truck for residents within the RTG HOA. The contractor(s) will supply a crew consisting of a minimum of 2 persons, a chipper, transportation, chainsaw(s), and any other equipment deemed necessary to satisfactorily provide the services.

The following is a list of expectations, roles and responsibilities related to this Project:

- **Community Outreach & Program Promotion**: RTG HOA will be responsible for all community outreach and program promotion. RTG HOA will work with community leaders to schedule pile registration deadlines within the RTG HOA community and will host a Pile Registration form for the RTG HOA community. Individuals within the RTG HOA community will be required

to register for the program by contacting RTG HOA's Project Manager via email [martabennett14@gmail.com](mailto:martabennett14@gmail.com).

- **Materials and Piling Guidelines:** Detailed guidelines related to the rules and regulations on what materials will and will not be chipped, and how those materials must be piled, will be provided to the homeowners.
- **Chipping:** The chipping crew will be expected to chip all piles that are registered.
- **Work Week:** Work shall only proceed on regular Monday through Friday workdays between the hours of 7 a.m. to 6 p.m.
- **Damages:** The contractor will take steps to prevent any unnecessary damage to adjacent timber, soil, water, or other homeowner property.
- **Red Flag Warnings:** The contractor will comply with all local, state and federal fire weather warnings, regulations and restrictions.
- **Smoking:** **No Smoking** will be allowed except in contractor's vehicles.
- **Trash:** No trash or litter will be left on private property or public right-of-ways.
- **Fire extinguisher:** Each vehicle must have a properly serviced Class A, 10 pound fire extinguisher and a minimum of one fire tool per cutting crew member. All vehicles and motorized equipment must utilize effective manufacturer-certified spark arresters and muffler systems.

#### Performance Period

The work described in the above job description is to be completed prior to 3/1/19. Work schedule will be required to conform to regulatory requirements and may require periods of time during which ground-disturbing activities may not be permitted.

### **QUALIFICATIONS REQUIRED TO BID**

#### License Requirement

In order to be eligible to bid on this job the prime contractor must be the holder, in good standing, of an applicable California State Contractor License.

#### Insurance Requirements

The successful bidder will be required, in order to complete the contracting process, to provide insurance coverage including Workers Compensation, vehicle and damage and general liability. Provision of proof of sub-contractor insurance coverage will be the responsibility of the prime contractor.

#### Pre-Bid Field Visit

In order to qualify to bid a representative of the prime contractor must attend a pre-bid field meeting. Present to guide the meeting and answer questions will be, at a minimum a representative of the RTG HOA, and Marta Bennett, the Project Manager. It is anticipated that the meeting will require a two to three hour block of time.

The meeting parameters are:

Date: Monday, May 8<sup>th</sup>, 2017

Time: 10:00 am

Initial Meeting Location: Entrance of Rancho Tierra Grande and Mercurio Road, off Carmel Valley Road.

## **BID SUBMISSION AND EVALUATION PROCESS**

### Bid Submission

For qualified contractors, that is, those meeting the licensing requirement and who have attended this pre-bid field meeting, a proposal may be submitted containing the following information:

- Title of the Proposal.
- Name and Address of Proposing Firm.
- Contact person along with a phone number, fax and email address.
- California State Contractor License number .
- Hourly Rate for Chipping Services: Total rate (\$/hr for chipping services from first chipping site to last chipping site). All time spent chipping woody debris at designated sites throughout the work area. This also includes travel time in between the first chipping site and the last chipping site.
- Stipulation that the work will be completed by the described end date.

### Pre-Submission Questions

For qualified contractors intending to submit a proposal who require additional information about the technical aspects of the Project description or the required content of the proposal please address your questions to Marta Bennett, Project Manager. The preferred method of communication is email but also provided as a back up, is a telephone number. Marta Bennet's contact information is: [martabennett14@gmail.com](mailto:martabennett14@gmail.com). phone: (831) 601-1109.

### Proposal Submission

Proposals must be submitted by mail to the FSCMC's mailing address: 2221 Garden Road, Monterey, CA, 93940. Proposals must be postmarked before midnight 5/15/2017.

### Proposal Review and Successful Bidder Notification

Proposals submitted will be reviewed by the FSCMC and the successful bidder identified. The successful bidder will be notified in writing on or before 5/26/2017, and a schedule will be established to complete the contracting process.