



**Amador Fire Safe Council**  
P.O. Box 1055 Pine Grove, CA 95665  
[www.AmadorFireSafe.org](http://www.AmadorFireSafe.org)



## REQUEST FOR PROPOSAL

### REGISTERED PROFESSIONAL FORESTER FOR CEQA DEVELOPMENT FOR THE AMADOR FIRE SAFE COUNCIL

#### **Project Overview:**

The Amador Fire Safe Council (AFSC) is seeking proposals from an independent Contractor licensed as a CA Registered Professional Forester (RPF) in good standing with a thorough understanding of State environmental review requirements and the project area. The Contractor will serve as the RPF for the “Mitchell Mine Watershed Protection – Phase 2” project administered by the AFSC.

The “Mitchell Mine Watershed Protection – Phase 2” project proposes to utilize handwork, mechanical thinning, and prescribed burning to reduce hazardous fuels on approximately 365 acres. The RPF will be requested to provide environmental review and compliance documentation for the remaining parcels in which the fuel break will be implemented; roughly half of the acreage in the project has current compliance certification per the California Environmental Quality Act (CEQA).

Documents to be prepared and submitted by the RPF includes CEQA compliance and compliance with all state and federal laws.

This contract position is entirely funded through grants. Activities will be limited to those authorized by grant contracts. The RPF will be an independent Contractor providing services under contract with AFSC, a non-profit organization. At the conclusion of the Request for Proposal (RFP) process, the successful candidate will enter into a contract with AFSC. The RPF will not be considered an employee of AFSC for any purposes. The RPF will have the right to perform services for others during the term of this agreement. AFSC sets priorities and determines what tasks are to be performed, but the RPF will have the sole right to control and direct the means, manner, and method by which the services required by the contract will be performed. AFSC shall not require the RPF to devote full time to performing the services required by this agreement.

#### **Scope of Work:**

CEQA survey and investigation development, document production and preparation for CA State Clearing House noticing for the remaining acreage of the Mitchell Mine Fuel Break. The AFSC is currently working with private landowners and state park staff within the fuel break planning area to receive Right of Entries (ROEs). The project is split into two components, Private Parcels (A) and Indian Grinding Rock State Park Parcels (B).

Project Component A: Private Properties - The Contractor will work with the AFSC to collect ROEs from landowners. The Contractor will conduct site visits and provide CEQA development

for all properties that return their ROE to the AFSC. There are roughly 45 parcels, that will require site visits and CEQA review and documentation. Attachment 1 identifies parcels on which CEQA documentation and site visits are required. The Contractor will receive a 20% bonus if CEQA documentation is completed on 85% or more of the remaining acreage (depended on landowner participation).

Project Component B: Indian Grinding Rock State Park (Park) - The Contractor will conduct site visits and provide CEQA development for all parcels of the Park.

*Please provide a separate lump sum cost proposal for each project component.*

### **Duties and Responsibilities:**

Under general direction of the Amador Fire Safe Council District Board of Directors and AFSC Coordinator, the RPF will develop environmental compliance documentation for the remaining parcels currently without CEQA documentation within Mitchell Mine Fuel Break. The project is spilt into two competent, State Park Parcels and Private Parcels. For the Park property, the RPF will work closely with designated Park personnel. The final CEQA product (i.e., Notice of Exemption) is preparation of documents to be noticed with the California Office of Planning and Research's State Clearinghouse.

### **Qualifications:**

Provide a statement of qualifications, certifications, and work history demonstrating the knowledge, skills and abilities to adequately and efficiently complete this project.

### **Insurance Requirements:**

As required for a Contract for Services with the County of Amador, the Contractor shall require:

(a) Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury or property damage.

(b) 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.

This contract shall require the Contractor to maintain such insurance and to indemnify AFSC against claims arising from the Contractor's performance of the contract.

### **Contract Term:**

The contract term will run until the completion of the scope of work. The anticipated term is December 15<sup>th</sup> 2018 – August 31<sup>st</sup> 2019, unless mutually agreed to be extended.

**Products:** All work papers, drawings, internal memoranda, computer data sets, graphics, photographs, and any written or graphic material, however produced, prepared by the Contractor in connection with performance of services hereunder shall be, and shall remain after termination of this Contract, the property of the AFSC and may be used by AFSC without further compensation. The final CEQA product (i.e., Notice of Exemption) is preparation of documents to be noticed with the California Office of Planning and Research's State Clearinghouse.

## **Proposal Evaluation and Selection Criteria:**

RPF candidates will be evaluated based on the submission of the following required information:

1. Name and address of individual and/or applicant with e-mail, and phone number.
2. History and background.
3. Familiarity and experience with:
  - Federal and State Environmental Compliance
  - The project area
4. Demonstrated relevant experience and technical competence in the Scope of Work outlined above.
5. Qualifications or certifications issued by the State of California as appropriate.
  - a. If you may be subcontracting any of the work, please provide the following information for sub-Contractors: Name, Contact Information, Expertise, Experience, and relevant certifications.
6. A separate lump sum cost proposal for component A and B. When submitting proposals please submit a cost proposal for A.) All Private Parcels and B.) State Park parcels.
7. List of two most recent references and former clients.
8. The AFSC Grant Committee will review proposals to recommend the best candidate for Board approval.
9. AFSC reserves the right to:
  - Reject any or all candidates.
  - Request clarification of any submitted information.
  - Waive any informalities or irregularities in any qualification statement.
  - Not enter into any contract.
  - Not select any candidate.
  - Cancel this process at any time.
  - Amend this process at any time.
  - Interview candidates prior to award.
  - Negotiate all final terms and conditions of any agreements entered into.
  - Issue similar RFP's or RFQ's in the future.
  - Request additional information during the process.

## **Proposal Application and Submission:**

Copies of this Request for Proposals are available on the Amador Fire Safe Council website at:

[www.amadorfiresafe.org/our-projects.html](http://www.amadorfiresafe.org/our-projects.html)

Electronic copies of the proposal package addressing all criteria **must be received by**

**Wednesday December 12th, 2018** delivered to the following email address:

**AmadorFireSafe@gmail.com**

Selection is anticipated being made on December 14<sup>th</sup> 2018.

If you have further questions about this Request for Proposals, please contact Amanda Watson at 916-612-5163 or [AmadorFireSafe@gmail.com](mailto:AmadorFireSafe@gmail.com)



Attachment 1: Project Area Map

Mitchell Mine Fuel Break - CEQA Status 11/11/2018

