



HUERFANO COUNTY

REQUEST FOR PROPOSALS (RFP)

RFP NO.: 17-002

Sealed proposals for **The Cuchara Area Wildfire Mitigation Project** will be received by Huerfano County, 401 Main St. Suite 201, Walsenburg CO 81089-2045, **UNTIL 4:00 PM FRIDAY APRIL 21, 2017**. Faxed or emailed proposals will not be accepted. This project was supported by grant #MG4145059170, issued by the Division of Homeland Security and Emergency Management.

A **Mandatory “Show-Me” Tour** will be held at 9:00 am Friday April 7, 2017 at the La Veta Fire Protection District, Station #2, 400 Panadero Ave. Cuchara CO 81055. **Only contractors attending this tour will be considered for award of contract.**

All questions regarding this RFP should be directed to John Galusha, Huerfano County Administrator, email: jgalusha@huerfano.us. Do not contact any other individuals regarding this solicitation. All interested firms are invited to submit a proposal in accordance with the terms and conditions stated in this Request for Proposal.

Veteran, women, and minority owned businesses, as well as small and economically disadvantaged enterprises are encouraged to participate in this opportunity.

HUERFANO COUNTY WILL NOT BE HELD RESPONSIBLE FOR MISINFORMATION RECEIVED FROM PRIVATE PARTIES.

All RFP's or other solicitation notices, including supplementary amendments and business development resources are available at: www.huerfano.us

INSTRUCTIONS TO PROPOSERS:

One (1) paper proposal and one (1) .pdf proposal (matching the paper proposal exactly), on one (1) flash drive is required. If the paper proposal and the .pdf differ, the .pdf shall be the proposal of record.

Proposals must be clearly identified on the envelope as “RFP 17-002 Cuchara Area Wildfire Mitigation Project”. Expenses incurred in the preparation of proposals, presentations, and other incidental activities related to this solicitation are solely the responsibility of the respondent. **Late Proposals Will Not Be Considered.**

Proposers are requested to also provide a “Redacted Copy” of their proposal on the flash drive, which adhering to the information provided below will be used to satisfy open records requests. Proposers that do not provide a redacted copy will have their .pdf copy used to satisfy open records requests. Redacted responses should not include information the proposer believes to be trade secret or other privileged or confidential data. If brochures or other supportive documents are requested, then it is required that they be submitted with the paper and .pdf proposals.

All information submitted in this RFP is public after the Notice of Award has been issued. If the proposer wishes to include sensitive material, then the material should be supplied under separate cover and identified as Confidential. **Statements that the entire proposal is confidential will not be honored.** Therefore, a redacted electronic copy is requested. Huerfano County will endeavor to keep any necessary Confidential information separate and apart from the RFP and Award process, subject to the provisions of the Colorado Open Records Act or order of the court.

GENERAL PROVISIONS

Issuance of this RFP and receipt of proposals does not commit Huerfano County to award a contract. The County reserves the right to postpone opening, to accept or reject any or all proposals received in response to this RFP, or to negotiate with other than the highest ranked proposer should negotiations with the highest ranked proposer be terminated, or to cancel all or any part of this RFP. Award of a contract is contingent upon available and approved funding.

Any contract awarded between Huerfano County and the successful contractor will consist of a standard General Services Contract (see Exhibit A) signed by both parties, this RFP and any addenda, the submitted proposal, all negotiation documents and original certificates of insurance.

If proposer does not agree with any terms or conditions of the General Services Contract, the proposer **must present its exceptions with its proposal**. If no concerns are expressed by proposer, the County shall consider that all terms and conditions of the standard contract are understood and agreed upon. Huerfano County reserves the right to reject proposals based upon exceptions to its standard contract terms and conditions.

A proposal shall be disqualified and rejected if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement with any other proposer, County employee, elected official, or project personnel.

A proposer is prohibited from submitting more than one proposal or submitting multiple proposals in different forms (i.e. as a Prime Contractor and as Sub-contractor to another Prime Contractor). Submittal of multiple proposals in different forms may result in the disqualification of all involved contractors.

Should any such disqualifying or prohibited action stated above in this section be detected any time during the term of the Contract (including during RFP preparation, proposal evaluation, contractor award, and price negotiations) such action shall be considered a material breach and grounds for Contract termination.

By submitting a proposal, the proposing contractor certifies that they are not currently debarred or suspended nor otherwise excluded from submitting bids or proposals for Contracts by any agency of the State of Colorado. Further, the same contractor or their organization is not debarred or suspended or otherwise excluded from participating on Federal grant projects and does not appear on the Excluded Parties List System (ELPS) of the General Services Administration (GSA).

GENERAL SPECIFICATIONS

The Cuchara Area Wildfire Mitigation Project

Paul Branson, Project Manager, pbranson@huerfano.us

PROJECT OVERVIEW

Huerfano County is seeking proposals from qualified wildfire mitigation contractors for the implementation and successful completion, per project standards, of portions of the Cuchara Area Wildfire Mitigation Project. This project involves the removal of previously marked trees & shrubs, clearing of underbrush, and processing of slash and/or trunk wood. All work sites will be within 100ft of residential structures. Characteristics of each work site can vary greatly with regard to forest type, vegetation density, and accessibility. Effective treatment methods may vary, but will be evaluated for suitability to this project. This project is comprised of private property in five subdivisions located in Township 30 South, Range 68 West and Township 31 South, Range 69 West in southwest Huerfano County.

Project Background

In 2013, Huerfano County experienced the East Peak Fire. As a result of that fire, increased awareness of the threat to property values in nearby Cuchara resulted in an invitation to apply for grant funds through the Colorado Department of Natural Resources and FEMA. The county has been successful in acquiring funding from both agencies. While county initiated, this project is collaboratively supported by several participants including; the La Veta Fire Protection District, the Cuchara Village and Huajatolla Canyon communities, the Pine Haven, Panadero, and Spanish Peaks Property Owners Associations, the Huerfano County Water Conservation District, and the 3rd Judicial District Probation Department. The treatments to be subsidized in part by this grant, are specifically expected to reduce Forest Fuel Loading adjacent to residences, businesses, and critical infrastructure in the areas of Extreme Wildfire Hazard as identified by the Community Wildfire Protection Plan (CWPP) for this area. Excess forest products, i.e. trunk wood and wood chips, will be put to beneficial use through stakeholder programs. This particular endeavor, the Cuchara Area Wildfire Mitigation project, is but one component of a county-wide initiative to reduce the risk of catastrophic wildfire, enhance local wildfire mitigation capacity, preserve local property values, and protect critical infrastructure within Huerfano County.

Project “Blocks” Currently Available for Proposals

We are requesting proposals for forest thinning work on 10 private parcels divided into the following three (3) “Blocks”. Proposals shall be for one or more complete Blocks not portions thereof. Please refer to the next section for general Site Conditions and to Exhibit C for specific parcel information.

- 1) Defensible Space projects (Block A) requiring specialized tree removal and hand crew services. Minimal Large Canopy Trees with Minimal Ladder and/or Surface Fuels.
 - Pinehaven-4 parcels
- 2) Defensible Space projects (Block B) requiring specialized tree removal and hand crew services: Minimal Large Canopy Trees with Minimal-Moderate Ladder and/or Surface Fuels.
 - Cuchara Village- 3 parcels
- 3) Defensible Space projects (Block C) requiring specialized tree removal and hand crew services. Minimal Large Canopy Trees with Moderate-Heavy Ladder and/or Surface Fuels.
 - Spanish Peaks-3 parcels

Site Conditions

Work site conditions can vary greatly throughout the proposed treatment areas of this project. Primary forest types to be thinned include:

- A. Mixed Conifer-dense arrangement, locally with heavy White Fir understory.
- B. Ponderosa Forest-predominantly Pine with areas of Scrub Oak understory or conifer species, especially White or Douglas Fir encroachment-locally trees are 55+ ft.
- C. Aspen Stand-typically decadent-locally with standing dead Aspens and heavy Mixed-Conifer understory or encroachment.
- D. Riparian Area-predominantly Cottonwood with heavy Spruce/Fir species encroachment-locally Spruce/Fir trees are mature specimens 55-70ft.
- E. Riparian Valley bottom-mostly meadow with areas of dense Spruce/Fir stands.

Secondary site characteristics are also varied. Vegetation density, percentage of slope, level of surface fuel concentration, size of treatment area, and access conditions can vary greatly from parcel to parcel. Each of the 5 neighborhoods targeted for this project do, however, represent relatively distinct examples of the forest types described above

(or combinations thereof) and will be offered for individual bidding as such (as blocks of properties with similar treatment needs). In general, each neighborhood presents conditions that will accommodate a specific treatment method; that forestry service type is indicated below. Due to the close proximity of structures and to prevent unnecessary negative impacts to soil and/or remaining vegetation, mechanical mastication is not a forestry service type that will be considered (except for offsite treatment of slash in an approved manner).

Neighborhood Name	Forest Type(s) (from above)	Special Conditions	Ave. Parcel Size	Service Type Desired
Pinehaven	B	Mature Trees and Above Ground Utility Lines	.5ac	Primarily Specialized Tree Removal
Panadero/CMR	A		.5ac	Hand Crew
Spanish Peaks	E, A, some C	Some Tree & Utility Line sites	.75ac	Hand Crew & some Specialized Tree Removal
Wahatoya Canyon-“Little Kansas”	D	Mature Trees and Above Ground Utility Lines	.5ac	Primarily Specialized Tree Removal
Cuchara Village	E, some A	Some Tree & Utility Line sites	.5ac	Hand Crew & some Specialized Tree Removal

GENERAL REQUIREMENTS

For successful completion of work on this project, Contractors must complete:

- A. the removal and processing of all Marked Vegetation on each parcel.
- B. the trimming (de-limbing) of remaining trees and thinning near Propane tanks as described below or as directed by Project Manager.
- C. all required processing and/or distribution of wood chips and/or firewood as specified.
- D. any site remediation or final preparations that will complete individual project treatments at a high level of professionalism and environmental stewardship.
- E. any required reporting and invoicing in a timely and accurate manner.
- F. all project related activities in a manner cognizant of and compliant with the following Specifications.

OPERATIONAL SPECIFICATIONS

- A. All forest fuels to be thinned are on private property and primarily within 100ft of residential structures. However, slope conditions may require that the treated area extend up to 200ft. NO work is permitted on public lands, i.e. USFS or BLM lands.
- B. Vegetation to be removed will be clearly marked with blue forestry paint except within 10ft of propane tanks where all fuels will be removed as directed.
- C. Marked vegetation, such as trees, shrubs, and groundcover, will be removed and processed as follows:
 - a. Trunk wood suitable for firewood shall be blocked in manageable lengths of no more than 8 feet and neatly stacked on property boundary at street.
 - b. Any Firewood requested by Property Owner shall be limbed, blocked, and stacked where directed by Project Manager.
 - c. Produced slash (small diameter limbs, tops, ground fuels, etc) shall be chipped and spread evenly on site OR removed from the site to an approved location where it shall be chipped or masticated in a timely manner. Absolutely NO produced slash will be piled and burned on site or at any other location.
 - d. All marked vegetation shall be removed unless approved by Project Manager.
- D. Trees will be directionally felled, limbed, and blocked with chainsaws. Tree rigging systems using ropes, harnesses, winches, or other pulling devices may be used to guide cut trees in desired direction as necessary.
- E. Remaining trees will be 'de-limbed' to a height of 10ft or 1/3 of tree height (**whichever is less**) or as directed by Project Manager.
- F. Mechanical lifts and/or climbing systems using ropes, harnesses, and securing devices may be used by qualified contractors.
- G. Yarding methods for slash may include hand carry, ATV, draft animal or tracked skid-steer providing that generally accepted soil conservation and remediation practices are followed.
- H. If slash is chipped and broadcast over the work site, then the resultant average chip depth shall not exceed 3 inches, unless specifically requested by property owner, approved by the Project Manager, and deposited in the **approved** site.
- I. All tree stump height will not exceed 4 inches in height on the uphill side.
- J. Active thinning operations shall occur Monday through Friday from 7:00am until 6:00pm. Work activity is prohibited on weekends and Federal Holidays.
- K. All work shall be completed in safe working conditions in fair weather.
- L. All ground and paperwork shall be completed by December 31, 2017.
- M. All contractors will heed any directive or recommendation provided by Huerfano County or LVFPD project personnel.

Additional Specifications

- A. All Contractors shall have the skills to operate equipment and fell trees in a responsible, safe, and efficient manner while being conscientious of natural resources and public values.
- B. No Contractor shall thin and/or remove vegetation within 10 lateral feet of any charged power line unless specifically qualified to do so. Vegetation that is shorter than power line height and that can be safely extracted may be removed.
- C. The Contractor shall maintain a clean operation. All trash, refuse, and waste will be disposed of properly and hauled off site. The Contractor must arrange on-site or nearby toilet facilities for their staff.
- D. All reasonable measures will be taken to avoid soil rutting and/or excessive compaction, including the selection of treatment types suitable to the location. Significant and unnecessary site damage, as determined by Huerfano County and/or the Project Manager, will be the responsibility of the Contractor to rehabilitate, at their own expense, if so directed.
- E. Standard forestry “Best Management Practices” as outlined by the CSFS, are to be adhered to for all treatment activities. The Contractor is responsible for a thorough working knowledge of these guidelines.
- F. All mechanical equipment must be maintained in good working order. Continuous and/or excessive oil, hydraulic, coolant fluid, or fuel leakage is prohibited. The Contractor will be held liable for any site contamination, including removal of any contaminated soil by the Contractor at their expense.
- G. All equipment servicing and/or repair on site shall be done in a responsible manner with proper precautions taken to prevent any site contamination.
- H. All Contractors will be aware of and abide by any Fire Ban restrictions or requirements affecting combustion equipment usage during wildfire season.
- I. The Contractor is responsible for a thorough working knowledge of any project specific protocol regarding environmental, archaeological, and/or cultural preservation issues that may be encountered. Information regarding these considerations will be provided at a mandatory pre-project training.
- J. The Contractor is aware of and accepts that Huerfano County reserves the right to perform the same or similar work with its own forces and/or to issue contracts to other contractors to engage in the similar work in the same or adjacent areas.
- K. The Contractor is aware of and accepts that Huerfano County reserves the right to inspect the work site, verify processes, and review operations at any time.
- L. The Contractor is aware of and accepts that they may be disqualified in later RFP solicitations and/or prohibited from any additional work on this project until all site and administrative requirements of this solicitation are completed.

Safety and Conduct

The Contractor shall ascertain and ensure that its personnel are equipped with and use all safety devices required to comply with Federal, State, and Local regulations, including but not limited to the Occupational Safety and Health Administration (OSHA).

The Contractor and its employees, as well as any sub-contractors, are expected to maintain a high degree of professionalism and safety while being present on the project. The parcels being treated are private and it is highly likely that the Contractor will encounter owners, neighbors, and citizens during the project. It is the Contractor's responsibility to maintain adequate safety zones with regard to all components of their operation. Aspects of safety and conduct include, but are not limited to:

- A. All personnel associated with the Contractor will wear OSHA approved P.P.E. appropriate for their method of treatment and/or specific task.
- B. First aid equipment/supplies will be readily available for all workers, as well as a reliable means of communication in the event of an emergency.
- C. Equipment operators will be responsible for maintaining an awareness of the safety zone surrounding their particular area of operation.
- D. One (1) 5# fire extinguisher will be in place on mobile operational equipment, as well as on personnel vehicle.
- E. One (1) hand tool (shovel, Pulaski, etc.) will be readily available for each employee currently on site for fire suppression, if needed.
- F. Unlawful, rude, or aggressive behavior is not professional and will not be tolerated. Offenders may be removed from participation in the project.

Treatment Standards and Guidelines

Firewise Guide to Landscape and Construction-Brochure FWC-200-08-PH

NFPA-A Guide to Firewise Principles

NFPA-Community Wildfire Safety Through Regulation: A Best Practices Guide for Planners and Regulators.

CSFS Quick Guide "Protecting Your Home from Wildfire-Creating Wildfire Defensible Zones"

CSFS Forestry Best Management Practices to Protect Water Quality in Colorado

OSHA Activity Sheets, Guidelines, and Fact Sheets as provided.

CONTRACTOR RESPONSIBILITIES

The successful candidate shall:

- Submit a Proposal with all project cost estimations (Cost Per Parcel, Cost Per Technical Tree (if applicable), Cost Per Acre, Cost per Block bid upon, etc.), the type of service offered (Hand crew, Mastication, Logging, Specialized Tree Removal, etc), and a description of their ability to complete awarded contracts.
- Negotiate a project schedule, approach and price that is agreeable to all parties.
- Participate in the **mandatory** “Show Me Tour” and Contractor Training Day.
- Provide a statement of commitment to attend a meeting prior to commencement of work to discuss contract terms, work performance requirements, and safety.
- Enter into a General Services Contract with Huerfano County. SEE EXHIBIT A
- Acquire and/or maintain all required types and levels of insurance for the duration of this project.
- Procure minimum project bonding, if required by Huerfano County, as follows: A bid guarantee equivalent to 5% of bid price, a Performance bond and a Payment bond for 100% of contract price.
- Complete any implementation work awarded, and all required paperwork, in a manner that meets or exceeds grant criteria and meets the project deadline of December 31, 2017.
- Understand and comply with all local, state, and federal laws relevant to this grant, especially with regard to Personal Conflicts of Interest, Equal Employment Opportunity and Affirmative Action. SEE EXHIBITS A and B
- Operate as an independent contractor (not as an employee or vendor of Huerfano County).
- Agree to be paid on actual work completed and invoices submitted.
- Provide all material and labor required to complete the work as specified.
- Perform quality work that meets or exceeds all standards relevant to this RFP.
- Leave treated properties in a clean, attractive state and redress any damages.
- Submit project questions and/or contractual exceptions by the deadlines presented and/or in the manner identified within this RFP.
- **NOT** be debarred or suspended from participation in Federal projects.

REQUEST FOR PROPOSAL REQUIREMENTS

- 1) **Letter of Submission.** A letter of Submission shall include the name, address, email, and telephone number of the company/individual responding to this RFP. The letter of submission MUST include:
 - a. Principle Contact (signatory authority) with the County
 - b. The Contractor's Project Manager for this project
 - c. Additional key staff who will be involved with project completion
 - d. List of any subcontractors, if any, who may be utilized for the project.

- 2) **Personnel Qualifications.** Provide a complete list of key personnel, and any sub-contractors, potentially working on this project, along with their relevant professional experience (project name and dates).

- 3) **Similar Project Experience.** Include project type, dates, client, location, type of service (hand crew, mechanical, specialized, logging), budget and costs at completion of similar projects. (Include at least 3 projects).

- 4) **References.** List references (at least 3) identifying each client, contact person, email, and telephone contacts for similar projects completed by personnel/business responding to this RFP.

- 5) **Insurance.** Provide information to support the ability to supply minimum insurance coverage for the type(s) of services to be involved with the implementation of this grant. SEE EXHIBIT A-General Services Contract

- 6) **Equal Employment Opportunity and Affirmative Action.** IF subcontracting, submit company EEO documentation and describe how required local Affirmative Action goals will be attained. If NOT subcontracting, provide details on how good faith effort is put forward by your company to employ minorities and females. See Huerfano County EEO Policy included at the end of this document.

- 7) **Approach.** Describe briefly how the project will be executed and the type of Wildfire Mitigation service offered (hand crews, mastication, specialized tree removal, logging, etc.). Illustrate the suitability of the service type to this project.

- 8) **Project Price/Cost.** Provide a **detailed** outline of proposed costs, such as Cost Per Parcel, Acre, Technical Tree, etc. and the total project cost for the Block(s) being bid upon. Provide this information in a separate sealed envelope within the RFP packet delivered to Huerfano County.

- 9) **Schedule.** Outline proposed start date, duration of work per year, and proposed project completion date. Describe contingency scheduling for weather delays.
- 10) **Questions.** Submit any and all questions related to this RFP in writing to John Galusha, Huerfano County Administrator, at jgalusha@huerfano.us no later than 4:00 pm Monday April 10, 2017. Responses will be issued in the form of an addendum and posted to the Huerfano County website at www.huerfano.us no later than Friday April 14, 2017 at 4:00.

SELECTION PROCESS

A diversified Selection Committee comprised of agency, government, and/or public persons not directly involved with this project will evaluate and rank all proposals.

Each proposal will be evaluated for completeness, quality, and the assessment of the contractor's ability to meet all specifications as outlined in this RFP. Additional technical information may be requested from any contractor for clarification purposes.

The Selection Committee may compile a 'Short List' of those contractors whose proposals best meet all the required criteria. In addition, Pre-Award interviews and/or negotiations may be held to establish which proposal is most advantageous to the county. Price is not a sole determining factor of award.

Final selection will reflect an integrated assessment of the relative merits of the written proposal, the degree of proposal completeness, and the outcome of any interviews/negotiations (if applicable) as informed by the criteria listed below.

The proposal that results in the best value to Huerfano County will be recommended to the Board of County Commissioners for contract award.

Huerfano County reserves the right to reject any and all proposals that pose, in the judgment of the County, an unacceptable risk of unsuccessful performance.

Several ranking methods, including numerical, may be used in the evaluation process.

Evaluation Criteria

Each contractor proposal will be evaluated based on the following:

- 1) The quality and completeness of responses to the Request For Proposal Requirements listed in this RFP.

- 2) The ability of the contractor to meet the Contractor Responsibilities outlined in this RFP.
- 3) The level of experience with this type of project and references from similar projects completed.
- 4) The contractor's proposed project approach and scheduling.
- 5) The contractor's ability to meet Huerfano County insurance and other contractual requirements.
- 6) The price of the project.

ESTIMATED TIMELINE (*Dates are approximate, not binding, & subject to change)

March 23 & 30, 2017	Request for Proposals Announced
April 7, 2017	Mandatory "Show Me" Tour
April 10, 2017	Deadline for Contractor Questions
April 14, 2017	Response to Questions Deadline
April 21, 2017	Deadline for Request for Proposals
May 2, 2017	Awarded Proposals Announced
May 5, 2017	Mandatory Contractor Training Day
May 8, 2017	Commence Ground Operations
December 31, 2017	Total Project Completion Date

COUNTY SPECIAL PROVISIONS

Equal Employment Opportunity and Affirmative Action:

It is the policy of Huerfano County not to discriminate against any employee, applicant for employment, or contractor because of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or because he or she is a protected veteran. It is also the policy of Huerfano County to take affirmative action to employ, to advance in employment and/or to provide contracted opportunities to all persons regardless of the above stated characteristics and to base all employment and/or contractor selection decisions on valid job requirements alone. It is the expectation of Huerfano County that any contractors participating in this project shall possess, endorse and promote similar policy in this regard.