

Date: Monday, August 23, 2021 (Revised on September 7, 2021)

REQUEST FOR QUALIFICATIONS

On-Call Professional Services for Environmental Compliance Related to Fuel Reduction Projects in Colusa, Lake, Napa, Solano, Sonoma, and Yolo Counties

Deadline for Submission

5:00 p.m., Monday, September 20, 2021

INTRODUCTION:

The Resource Conservation Districts (“RCDs”) in Colusa, Lake, Napa, Solano, Sonoma, and Yolo Counties are working in collaboration with the CAL FIRE Sonoma-Lake-Napa Unit to develop a range of fuel reduction projects in the specified region using a variety of CEQA environmental compliance pathways (e.g., VMP, VTP, MND, NOE).

The RCDs are soliciting Statements of Qualifications (“SOQs”) from Consultants providing professional services for one or more of the activities specified in the Scope of Services (see Attachment A). “As-Needed” Agreements will be developed for work on various projects over a three-year term beginning in the Fall of 2021. The Scope of Services is not specific to any one project but rather a collection of the types of services and tasks generally needed within the particular disciplines.

All work under the As-Needed Agreements would be initiated by an RCD contact. This could occur via telephone conversation, e-mail, or regular mail. Specific details of each work assignment would be determined during project initiation, including the specific project scope of work, schedule for completion of the specific project, fee response, and payment provisions. The RCD would then prepare a Work Order to memorialize the agreement reached during project initiation. The Work Order would be signed by the RCD and the Consultant prior to the onset of work.

Funding for the work is from CAL FIRE, and as such, CAL FIRE personnel may be involved in directing work, though only RCD staff will be authorized to initiate projects or sign work orders under the As-Needed Agreements.

BACKGROUND INFORMATION:

The CAL FIRE Sonoma-Lake-Napa Unit has entered into agreements with each of the RCDs to provide professional services support for fuel reduction projects within each RCD’s sphere of influence in Colusa, Lake, Napa, Solano, Sonoma, and Yolo Counties. The RCDs are seeking qualified Consultants to augment internal staff expertise and capacity, in order to provide comprehensive and timely services to CAL FIRE. Attachment A further describes the services sought through this RFQ.

DESIRED OUTCOMES:

The RCDs desire to contract with Consultants specializing in planning, biological, cultural, regulatory, and geospatial services for fuel reduction projects and have the capacity to quickly execute contracts and efficiently deliver services. A Consultant need not specialize in all services listed in Attachment A. Additionally, the RCDs desire to contract with Consultants that are able to work collaboratively with RCD staff where feasible, rather than always taking on the entirety of a project. Should the RCDs, collectively or individually, choose to enter into contract with a Consultant, separate contracts will be executed between each individual RCD and that Consultant.

SCHEDULE:

To the extent achievable, the following schedule shall govern the Request for Qualifications ("RFQ"). The RCDs reserve the right to modify the dates below, and will notify all known respondents of any schedule changes.

1. RFQ released: Monday, August 23, 2021 at 8:00 a.m.
2. Deadline for submission of interpretation and/or questions: Monday, August 30, 2021 at 5:00 p.m.
All questions should be submitted via email to: drahotayolorcd.org
3. Answers to questions released: Friday, September 10, 2021 at 5:00 p.m.
Firms interested in this RFQ may email Bethany Drahotayolorcd.org, to be included on an email list to receive answers to questions and any RFQ Addendum(s) generated.
4. Responses/Statement of Qualifications due: Monday, September 20, 2021 at 5:00 p.m.
Responses shall be submitted by email to Bethany Drahotayolorcd.org, as a single pdf file containing all required contents. Hard copy responses will not be accepted.
5. Interviews conducted: TBD, only if necessary.
6. Successful respondents notified: Friday, October 1, 2021 at 5:00 p.m.
7. Contracts executed: Should the RCDs, collectively or individually, choose to enter into contract with a Consultant, separate contracts will be executed between each individual RCD and that Consultant.

SUBMISSION REQUIREMENTS:

Responses shall be submitted by email to Bethany Drahotayolorcd.org, as a single PDF file containing the following required contents. Hard copy responses will not be accepted.

Responses are due Monday, September 20, 2021 at 5:00 p.m.

1. Cover Letter (no longer than 1 page)
The cover letter should convey a clear understanding of the requirements and objectives, and why the respondent is uniquely qualified to be awarded a contract.
2. Respondent's Qualifications
Responses to the items in the Scope of Services (see Attachment A). Indicate clearly

which technical services your firm proposes to provide, using the terminology and numbering listed in Attachment A. Additionally, indicate whether your firm is available to work throughout the entire geographic scope listed, or only in specific counties.

3. Proposed Respondent Team

Please include the qualifications, training, and certifications of the Project Manager, and all other staff who will perform the services outlined herein. Include a resume for each listing: education, experience, and expertise in this type of work.

4. Fee Schedule

This section should identify the billing rates for listed personnel, as well as other expenses that would be charged in conjunction with the work. As much as possible provide other expenses as per hour, day or per unit costs.

5. Conflicts

This section should identify whether respondent anticipates it would need to obtain conflict waivers from any existing clients and how respondent anticipates addressing any potential conflicts with respect to any member agencies.

6. References

The names, addresses, and telephone numbers of up to three (3) public agency clients who have contracted with the respondent for services similar to those described in this RFQ within the last five years.

7. Debarment or other Disqualification:

Respondent must disclose any debarment or other disqualification as a supplier or vendor for any federal, state or local entities. Respondent must describe the nature of the debarment/disqualification, including where and how to find such detailed information.

INSURANCE REQUIREMENTS:

Consultant, at Consultant's sole cost and expense and for the full term of the resultant contract or any extension, shall obtain and maintain at least all of the insurance requirements of the RCDs.

Proof of insurance coverage shall be provided as part of the proposal and shall include the insurance types and required coverages specified below. If awarded the contract, the Consultant agrees to submit proof that the contracting RCD is named as an additional insured by separate endorsement.

1. Insurance Services Offices Office Commercial Liability coverage (Occurrence Form CG 0001)
2. Insurance Service Offices Form Number CA 0001 covering Automobile Liability, Symbol 1 (any auto)
3. General Liability: One million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used either the general aggregate limit shall apply (with the ISO CG 2503, or ISO CG 2504, or insurer's equivalent endorsement provided to the SRCD) or the general aggregate limit shall be twice the required occurrence limit.
4. Automobile Liability: One million dollars (\$1,000,000) for bodily injury and property damage for each accident limit.

5. The general liability policy shall cover bodily injury and property damage liability, owned and non-owned equipment, blanket contractual liability, and completed operations liability.
6. The automobile liability policy shall cover all owned, non-owned, and hired vehicles.
7. Workers' Compensation and Employer's Liability Insurance: Provide proof of insurance verifying that it is insured (or be qualified self-insured) under the applicable laws relating to workers' compensation insurance, in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any Acts amendatory thereof.

EVALUATION CRITERIA:

The following criteria will be used by the RCDs in evaluating submissions:

1. Experience and demonstrated competence of the identified key areas of service outlined in the Qualifications section of this RFQ.
2. Reference recommendations.
3. Comprehensive consultant fee schedule.
4. Thoroughness of submission.

The RCDs reserve the right to award a contract based on written responses only, however oral presentations and written questions for further clarifications may be required of some or all of the respondents.

RIGHT TO REJECT PROPOSALS:

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the agreement between the RCD and the firm selected. The RCDs reserve the right without prejudice to reject any or all proposals.

**ATTACHMENT A:
SCOPE OF SERVICES**

GEOGRAPHIC SCOPE

Work may take place within Colusa, Lake, Napa, Solano, Sonoma, and Yolo Counties.

TECHNICAL SCOPE

Work may require one or more of the following services for a specific project:

1. Biological:
 - A. Focused surveys for endangered species and/or nesting birds
 - B. Botanical surveys and vegetation mapping

2. Cultural:
 - A. Area of Potential Effect mapping
 - B. Archaeological Field Surveying for historic and pre-historic resources
 - C. Completion of Archaeological Site Records
 - D. Archeological Survey Report
 - E. Historic Property Survey Report
 - F. Compliance with Section 106 of the National Historic Preservation Act
 - G. Tribal notification and coordination

3. CEQA & Planning:
 - A. CEQA documents and technical studies, including VTP, NOE, and MND
 - B. Cooperative Forest Management Plans