



REQUEST FOR PROPOSALS FOR TYPE A LICENSED TIMBER OPERATORS FOR TIMBER HARVESTING OPERATIONS ON CITY PROPERTY

The City of Fort Bragg is seeking proposals from qualified Type A Licensed Timber Operators (LTO) interested in contracting with the City of Fort Bragg to clear and harvest 8 acres of timberland and preparing the site for construction of a proposed new reservoir.

SCOPE OF WORK

The City of Fort Bragg is in the process of developing and constructing a 45-acre foot raw water reservoir covering approximately 6.5 acres on a 35.80-acre property (Assessor Parcel Number #019-070-13). The reservoir will be located on City-owned property at Newman Gulch approximately three miles east of Fort Bragg. Access to the property is from Highway 20 on Summers Lane. Newman Gulch, a tributary to the Noyo River, runs through the property.

Prior to construction of the reservoir, eight (8) acres of timberland needs to be cleared and removed to prepare the site for construction of the reservoir and associated improvements. In December 2014, the California Department of Forestry and Fire Protection (CALFIRE) approved the Timber Harvesting Plan (THP#: 1-13-096 MEN) and Timberland Conversion Permit (TCP) Number 610 for the project. Electronic copies of the THP and TCP are available on the City's website.

The LTO will be responsible for cutting down and removing all trees and shrubs and for clean-up of the 8-acre site. Additional activities will include grubbing and clearing the site in preparation for construction. As the City is exempt from paying the timber yield tax, the timber yield tax will be the responsibility of the LTO or the sawmill operator for any trees harvested and delivered to a sawmill. As a TCP has been approved and recorded for the project for conversion of the property from timber production to municipal water supply use, stocking obligations do not apply. The LTO will be responsible for construction and maintenance of any roads and landings needed during timber harvest operations. The LTO will also be responsible for all erosion-control maintenance during and after timber operations and until certification of the Timber Harvest Work Completion Report. The LTO will be responsible for the preparation, submittal, and certification of the Timber Harvest Work Completion Report. Any erosion control maintenance and seasonal roads that are not abandoned pursuant to Title 14, CCR 923.8 will become the responsibility of the City after certification of the Timber Harvest Work Completion Report.

The City will be responsible for preparation and submittal of a Storm Water Pollution Prevention Plan (SWPPP). The LTO will be required to comply with the Dust Prevention and Control Plan prepared for the project and all dust abatement measures required during timber harvest operations. The LTO will be responsible for slash disposal and non-marketable timber which will require grinding of the materials as well as the appropriate disposal of the materials. The City will work with the LTO to assist in identifying possible disposal options. Burning of materials will not be permitted as part of any disposal option.

All timber operations will be conducted in compliance and according to all conditions and mitigation measures as specified in the THP and subject to the Forest Practice Act, Forest Practice Rules of the Forest District in which operations will take place, related Board of Forestry regulations, and other applicable laws, regulations, and ordinances.

The LTO, as required, shall comply with all the Mitigation Measures identified in the approved Mitigated Negative Declaration (MND) prepared by the City of Fort Bragg. An electronic version of the MND is available on the City's website.

Requested services include the following tasks:

1. Kick-off meeting and site visit with City staff and the Registered Professional Forester (RPF) responsible for preparing the Timber Harvesting Plan.
2. Review and compliance with the Timber Harvesting Plan and any related documents including the grading permit and Mitigated Negative Declaration.
3. The LTO to coordinate with the RPF to identify the THP boundary with pink "Timber Harvest Boundary" flagging prior to commencement of timber operations.
4. Prior to commencement of timber operations, the LTO shall provide notification to the appropriate CDF Ranger Unit Headquarters, Forest Practice Inspector, or other designated personnel.
5. Construction and maintenance of any roads and landings needed during timber harvest operations.
6. Completion of timber harvesting operations including removal of all trees and shrubs and clean-up on the 8-acres pursuant to all the conditions and mitigation measures specified in the Timber Harvesting Plan and Mitigated Negative Declaration and subject to the Forest Practice Act, Forest Practice Rules of the Forest District in which operations will take place, related Board of Forestry regulations, and other applicable laws, regulations, and ordinances.
7. Grubbing and clearing the 8-acre site in preparation for construction.
8. Installation and maintenance of all erosion control devices during and after timber operations and until certification of the Timber Harvest Work Completion Report.
9. Grinding of all slash materials including non-marketable timber, stumps, brush, etc. and proper disposal of the ground material in coordination with City staff.
10. Preparation and submittal of Timber Operations Work Completion Report. Within one (1) month after completion of work described in the THP, excluding work for stocking, a report shall be filed by the LTO with the Director of Forestry and Fire Protection that all work, except stocking, has been completed. A copy of the report shall be submitted to the City's Public Works Director.

PROPOSAL SUBMITTAL REQUIREMENTS

1. Proposers should send **three (3) hard copies** of the completed proposals and cost bid to be received by the City **no later than 5:00 p.m. on June 12, 2015**, to:
City of Fort Bragg
Attention: Cynthia M. VanWormer, MMC, City Clerk
416 North Franklin Street
Fort Bragg, CA 95437
2. Format: Proposal should be 8½ x 11 inches, printed two-sided on recycled and recyclable paper with removable bindings, bound in a single document and organized in sections following the order specified under Contents.
3. Contents: Proposal shall contain the following information:
 - A. Firm Description
Provide a description of your firm and list relevant information about capabilities, size, rate of services, and length of time in existence.
 - B. Relevant Experience
Describe relevant experience with similar timber harvesting services for other agencies.
 - C. Key Personnel Qualifications
Identify key personnel who would work on the project as assigned, their respective roles, and a synopsis of relevant experience.
 - D. References
List of public agencies or clients for whom similar work has been performed, with the name, title, and phone number of a contact person.
 - E. Scope of Work
Provide an explanation of tasks associated with the project, including how you propose to complete each task.

- F. Budget and Schedule of Charges
Provide a "Not to Exceed" amount and a list of Personnel Rates, Equipment Charges, Travel Reimbursement Costs, and Job Descriptions for Personnel.
- G. Work Schedule
Provide time schedule for completion of work.
- H. Insurance
The individual or firm receiving the contract shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees, or subcontracts as set forth in Section 11 of Exhibit "A" which is attached hereto and incorporated by reference herein. Any requests for reduction in the insurance amount shall be included in the proposal.
The cost of such insurance shall be included in the consultant's proposal.
- I. Consultant Agreement
The City's standard consultant services agreement is attached as Exhibit "A". Please identify if your firm would have any issues with the provisions of the City's standard consulting services agreement. All requests for amendments to language in the agreement **must** be included in the proposal.

EVALUATION CRITERIA

Proposals will be evaluated on the basis of the following criteria:

- Capabilities and resources of the firm.
- Qualifications and experience of key individuals.
- Schedule for completion of work.

The above selection criteria are provided to assist proposers and are not meant to limit other considerations that may become apparent during the course of the selection process.

Proposals will be reviewed and evaluated by the City of Fort Bragg, and a recommendation for award of contract will be presented to the Fort Bragg City Council.

OTHER CONSIDERATIONS

The City of Fort Bragg reserves the right to reject any and all proposals. This Request for Proposals does not commit the City to award a contract, pay any costs incurred in the preparation of proposals, or to procure or contract for supplies or services.

The City of Fort Bragg reserves the right to negotiate with any qualified source or to cancel, in part or in its entirety, this Request for Proposals, if it is in the best interest of the City to do so. The City may require the selected consultant to participate in negotiations, and submit such price, technical, or other revisions of the proposal that may result from negotiations.

QUESTIONS

Questions should be directed to:

Tom Varga, Director of Public Works
City of Fort Bragg
416 North Franklin Street
Fort Bragg, CA 95437
(707) 961-2823 Ext. 117 / E-mail: tvarga@fortbragg.com

ATTACHMENTS

Exhibit "A" – City's standard Professional Services Agreement

Documents available on City's website:

1. Timber Harvesting Plan
2. Timberland Conversion Permit
3. Mitigated Negative Declaration