

Defensible Space Assistance Program

Lassen Fire Safe Council, Inc.

Issued: October 19, 2023



REQUEST FOR PROPOSALS (RFP)

Lassen Countywide Defensible Space Assistance Program

Deadline for Submission of Proposals:

November 16, 2023 by 4:00 p.m.

For an electronic version of this RFP, go to:

<https://www.lassenfiresafecouncil.org>

(Click on "Notices, Bid & Contracting Opportunities")

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SECTION ONE: ACTIVITIES AND TIMELINES

ACTIVITY	DATE
• Release of published RFP	10/19/2023
• Deadline for receiving all questions	11/6/2023 9:00 am
○ Deadline for RFP responses to be received by Lassen Fire Safe Council, Inc.	11/16/2023 at 4:00 PM
○ LFSC evaluates and ranks proposals	11/20/2023
○ Notice of contract award (Tentative)	11/27/2023
○ Defensible Space treatment implementation	11/28/2023 – 12/1/2024

SECTION TWO: GENERAL RFP SUMMARY

The Lassen Fire Safe Council, Inc. (LFSC) is soliciting proposals for defensible space treatments around homes throughout Lassen County focusing on disabled persons, seniors, veterans, low-income and disadvantaged communities. These services are specifically for defensible space clearing work detailed in Public Resource Code 4291. The work will consist of but is not limited to: weed eating, raking, removing or moving flammable debris, brush removal, pruning/limbing, small tree removal and chipping, and clearing debris from roofs and gutters as specified in the public resource code. Lassen Fire Safe Council will issue a contract for time and materials compensation to a successful proposer.

SECTION THREE: PROGRAM BACKGROUND AND OVERVIEW

In January 2005 a state law became effective that extended the defensible space clearance around homes and structures from 30 feet to 100 feet. Proper defensible space clearance to 100 feet increases the chances a house survives a wildfire. This defensible space also provides for firefighter safety when protecting homes during a wildfire.

The Lassen Fire Safe Council, Inc. is an awardee of grant funds through the California Fire Safe Council. A portion of these funds are being used to implement Countywide defensible space treatments to create a buffer between a home and the grass, trees, shrubs, or wildland area that surrounds it. Defensible space treatment implementation will occur as weather conditions allow and until funding is exhausted from November 2023 through December 2024.

SECTION FOUR: SCOPE OF SERVICES

For each home to be treated, a property assessment/work order will be provided by LFSC that contains direct guidance on the needs of each individual property. General services provided by the successful proposer will include but are not limited to:

- Treatments in Zone 0, 0-5 feet from a building, structure, deck, etc.:
 - Remove leaves, needles or other vegetation on roofs, gutters, decks, porches, stairways
 - Remove small trees and brush. Limb, or prune trees as needed.
 - Remove dead or dying vegetation.
 - Remove dead and dying trees or branches that overhang roofs and remove all branches 10 feet away from chimney or stove pipe.
 - Remove combustible materials located on top of or underneath a deck, balcony, or stairs.
 - Remove or move all combustible material, synthetic lawns, combustible boards, timbers, planting pots or containers.
- Treatments in Zone 1, 5-30 feet from a building, structure, deck, etc.:
 - Trim trees to keep branches a minimum of 10 feet from other trees.
 - Relocate any wood piles to a minimum of 30 feet away from structures as feasible.
 - Remove or prune flammable plants and shrubs.
 - Create a separation between trees, shrubs and items that could catch fire, such as patio furniture, wood piles, and swing sets.
- Treatments in Zone 2 30-100 feet from a building, structure, deck, etc.:
 - Cut or mow annual grass down to a maximum height of 4 inches.
 - Create horizontal spacing between shrubs and trees. (See PRC 4291)
 - Create vertical spacing between grass, shrubs and trees. (See PRC 4291)
 - Remove fallen leaves, needles, twigs, bark, cones, and small branches.

Other Considerations

- Successful proposer will provide treatments as needed based on landowner signups, location, weather conditions, and funding.
- Travel will be required to various homes and communities throughout Lassen County where defensible space work is needed. Treatments will be strategically implemented with geographic areas of high landowner interest and eligibility receiving the priority for treatments.
- Required legal disposal of green waste and other flammable materials as directed by LFSC. LFSC shall reimburse contractor for disposal fees with a valid receipt for disposal.
- No equipment shall be used that will damage existing building components and private property including driveways, fences, water lines, and septic.
- No equipment shall be used that requires additional permitting or surveying for use.
- Work shall only be performed in the CEQA exempt defensible space zone 0-100' from a building, structure, deck, etc.

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- Large dead or dying hazard tree removal that requires specialized equipment, rigging, or technical skills is not permitted under this program as funds are limited.
- No material generated by defensible space treatments shall be used for commercial purposes.
- Not all properties will qualify for the program.
- A landowner shall sign a landowner agreement that includes right of entry in order to receive treatment.
- The successful proposer performing implementation treatments is not responsible for landowner signups.

SECTION FIVE: MINIMUM QUALIFICATIONS

The successful proposer shall be able to provide the following minimum qualifications:

- Possess and maintain insurance adequate to meet the LFSC's requirements of \$1,000,000 general liability insurance.
- Have all appropriate licenses needed to perform the described work.
- Provide all labor and tools necessary to complete the work.
- Provide a chipper capable of handling debris up to 10" in diameter and provide all fuel and maintenance.
- Own or have access to a trailer for disposing material removed.

SECTION SIX: PROPOSAL PACKAGE REQUIREMENTS

A. PROPOSAL FORMAT

Proposals are to be straightforward, clear, concise and responsive to the information requested in part B. For proposals to be considered complete, proposers must provide all requested information.

B. PROPOSAL ELEMENTS

1. **Experience** Please provide LFSC a synopsis of your work experience and any projects similar to what this RFP is requesting.
2. **References** Please provide LFSC a list of three references for prior work experience.
3. **Cost** Please provide LFSC labor and equipment rates for a Time and Materials contract. These rates will be the basis for payment for work completed.

SECTION SEVEN: RFP PROCESS

A. SUBMITTAL OF PROPOSALS

Accepted submissions of proposals **NO LATER THAN** November 16, 2023 at 5 pm.

- Hardcopy submission at LFSC office at 1825 Main Street, Susanville CA 96130 -or-
- Mail proposals to:

**Lassen County Defensible Space Assistance Program
Lassen Fire Safe Council, Inc.
P.O Box 816
Susanville, CA 96130**

Attention: Cade Mohler

Proposer's name and return address must also appear on the envelope.

-or-

- Electronic submission includes email, please send to:
Email address: cade@lassenfiresafecouncil.org
Lassen County Defensible Space Assistance Program

Proposals will be received in person, by mail, or electronically by email at the address shown above and must be received by the time indicated. It is the sole responsibility of the proposer to send or deliver its proposal so that it is received by the time and date required, regardless of postmark.

B. SUBMITTER'S QUESTIONS

Questions regarding the RFP must be submitted in writing to LFSC by **9:00 a.m., November 6, 2023**. Except for questions that might render the award of this contract invalid, LFSC will not respond to any questions submitted after this time. LFSC will post any questions received in writing, along with written responses, on the LFSC website, <https://www.lassenfiresafecouncil.org>, (click on "Notices, Bid & Contracting Opportunities"). **It is the responsibility of the proposers to check the LFSC website to review the questions and responses.**

Questions should be addressed to:

Lassen Fire Safe Council
Attn: Cade Mohler
PO Box 816 Susanville,
CA 96130

-OR-

Email: cade@lassenfiresafecouncil.org

C. COSTS OF DEVELOPING THE PROPOSAL

All costs incurred in the preparation of a proposal are the responsibility of each proposer and will not be reimbursed by the LFSC.

D. PROPOSAL TERMS AND CONDITIONS

Each proposer shall submit its proposal with the understanding that the proposal will become a part of the official file on this matter and may be subject to disclosure.

By submitting a proposal, each proposer certifies that all statements in this proposal are true. This constitutes a warranty, the falsity of which shall include the right, at the LFSC's option, of declaring any contract made, as a result thereof, null and void. Proposals shall be completed, executed, and submitted in accordance with the instructions of this RFP. If a proposal is not submitted in the format specified in this RFP, it may be rejected, unless the LFSC determines that the nonconformity is either a minor irregularity or that the defect or variation in the proposal is immaterial or inconsequential. The LFSC may give the proposer an opportunity to cure any deficiency resulting from a minor irregularity or an immaterial or inconsequential defect, or LFSC may waive such deficiency, whichever is most beneficial to the LFSC.

E. SUCCESSFUL PROPOSAL AS PART OF CONTRACT SERVICES

Proposals received in response to this solicitation, at the LFSC's discretion, may be incorporated into the awarded contract and may serve as basic terms and conditions for the ultimate contract. Therefore, proposers are advised that, if successful, they will be held responsible for levels of services proposed at the funding levels quoted. The LFSC reserves the right to negotiate modifications or revisions to any awarded contract.

1. **EVALUATION OF PROPOSALS**

The objective is to perform a thorough and fair evaluation of submitted proposals and facilitate the selection of a contractor that best satisfies the LFSC's requirements.

2. **SELECTION PROCESS**

- a. The LFSC will review the submitted proposals.
- b. Proposal documentation requirements set forth in this RFP are designed to provide guidance to proposers concerning the type of information that will be used by the LFSC. Proposers shall be prepared to respond to requests by the LFSC for additional items deemed necessary to assist in the review process.

3. **AWARD**

Award will be made to the qualified proposer whose proposal will be most beneficial to the LFSC, with price and all other factors considered. The LFSC will negotiate with the highest ranked proposer to develop the scope of work and contract for mutual satisfaction.

If the LFSC cannot successfully negotiate a contract with the highest ranked proposer, the LFSC will terminate negotiations and begin negotiations with the next highest ranked proposer.

Proposers will receive mailed Award/Non-Award notification(s).

SECTION EIGHT: CONTRACT INFORMATION

INVOICING AND PAYMENT

Contractor shall claim payment only for the specified scope and amount identified in the Work Order issued to the contractor by the LFSC.

The LFSC will verify all work performed by the Contractor was fully completed and to the satisfaction of the LFSC and the homeowner. LFSC will provide a “punch list” for any items identified during the physical inspection that still need to be completed or addressed before final acceptance of work. Upon receiving photographic documentation from the Contractor and final acceptance of the work by the LFSC and the homeowner, the Contractor will prepare and submit an invoice to the LFSC.

Requirements for an accurate and complete invoice include:

- LFSC Work Order number
- Date(s) when work was performed
- Address or Assessor parcel I.D of the property where the work was performed
- A brief description of deliverables for which you are claiming payment, the respective numbers assigned to the deliverables and the individual amount being billed for each deliverable
- The total amount of the invoice based on rates provided in the proposal.
- Included with the invoice shall be the Daily T&M sheet (shown below) provided to the Proposer by LFSC.
- Invoices shall be submitted to cade@lassenfiresafecouncil.org

EXHIBIT A – DAILY T&M JOB REPORT
LFSC - Lassen Countywide Defensible Space Assistance Program

LASSEN COUNTY DEFENSIBLE SPACE PROGRAM

DAILY T&M REPORT

PROJECT NAME	WORK ORDER #	ADDRESS WHERE WORK WAS PERFORMED		

CONTRACTOR NAME	CONTRACTOR PHONE	DATE	START TIME	END TIME

EMPLOYEE NAMES	CLASSIFICATION	HOURS	COMMENTS
TOTAL HOURS		0	

DESCRIPTION OF WORK PERFORMED

HAUL OFF ESTIMATE		
ESTIMATED QUANTITY	TYPE OF MATERIAL	LOCATION DROPPED OFF

EQUIPMENT TYPE	START MILEAGE/HRS	END MILEAGE/HRS	TOTAL	JOB HOURS
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
TOTAL MILEAGE/HRS			0	0

X

CONTRACTORS SIGNATURE	DATE
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AUTHORIZED SIGNATURE FROM PROPOSER

Name of Company

Printed Name / Title

Signature