Request for Proposal & Statement of Qualifications

ELDERBERRY SHRUB & VALLEY OAK TREE RELOCATION/TRANSPLANTING
Natomas Levee Improvement Program - RM 0.5 and SREL Reaches 19-20

Mandatory Pre-Proposal Site Walk: April 18, 2014 – 10:00 AM
Submit Questions in Writing Due: April 30, 2014 – 1:00 PM
Proposal Due Date: May 12, 2014 – 3:00 PM
Award Date: June 19, 2014
Begin Work: November 01, 2014
End Work: February 15, 2015

Submit Questions & Proposals to: Peter E. F. Buck
Director, Natural Resources
Sacramento Area Flood Control Agency
1007 7th Street, 7th Floor
Sacramento, CA  95814
buckp@saccounty.net

Submittal Contents: Written Proposal - by email
Separate Cost Proposal - by email

Questions regarding the content of this RFP should be directed in writing to: Peter Buck, Director of Natural Resources, at buckp@saccounty.net.

1. CONTRACT SPECIFICATIONS

1.1 DESCRIPTION

The work covered in this project consists of furnishing all labor and equipment for the relocation of elderberry shrubs (Sambucus mexicana), Valley Oak (Quercus lobata) and other woody species as directed by SAFCA. Contractors can bid on either or both of the tasks. Elderberry shrubs and Valley oak trees shall be transplanted as described herein. Elderberry shrubs and oak trees requiring transplant are located within the proposed footprint of the Natomas Levee Improvement Program (NLIP) RM 0.5 Habitat Enhancement Project on the Lower American River and the Sacramento River East Levee (SREL) footprint at Reaches 19 and 20. Trees and shrubs shall be relocated onsite to a designated transplant area ranging from 100 feet to 3,000 feet from their source location (Exhibit A - Map of NLIP RM 0.5 Relocation/Transplant Area; and Exhibit B - Map of SREL Reach 19 -20).

1.2 CONTRACTOR QUALIFICATIONS & EXPERIENCE

(i) Elderberry Shrub Transplanting

Contractors bidding on the elderberry shrub transplanting task shall have specialized equipment (including, but not limited to, a tree spade) and staff experienced/qualified in Elderberry transplant work activities for projects of similar scope and magnitude undertaken in the last seven (7) years. Demonstrated, direct experience in relocating elderberry shrubs is mandatory. Firms without these qualifications and experience shall not be considered for transplanting elderberry shrubs.
(ii) Tree Transplanting
Contractors bidding on the Tree Transplanting portion of this project shall have specialized equipment (including, but not limited to, a tree spade) and staff experienced/qualified in tree transplant work activities for projects of similar scope and magnitude undertaken in the last seven (7) years. The Contractor shall be required to submit verification of qualifications for approval by SAFCA at the time of proposal submittal. Firms without these qualifications and experience shall not be considered.

1.3 PRE-PROPOSAL SITE WALK

The Contractor shall attend a mandatory Pre-proposal site walk to become familiar with site conditions and requirements for this project. SAFCA will meet prospective contractors at the Discovery Park archery range in Sacramento on April 18, 2014 – 10:00 AM (see place mark below).

1.4 QUALITY ASSURANCE

A qualified biologist (monitor) will be provided by SAFCA and will be on-site for the duration of the transplanting and relocation of trees and elderberry shrubs. Any unacceptable transplanting operations shall be corrected according to SAFCA’s direction and at the Contractor’s expense before acceptance of the transplanting project.
1.5 TIMING AND CONDITIONS

The transplanting of trees and elderberry shrubs shall be performed during the winter months when the plant is dormant, typically November 1st through February 15th. Transplanting shall not be performed when temperatures exceed 80ºF. The Contractor shall be responsible for coordinating and scheduling the delivery of the equipment and material to the project site with all work activities.

2. MEASUREMENT AND BASIS FOR PAYMENT

The agreement for services shall be in SAFCA’s form, and payments will be made upon receipt of invoices, no more frequently than monthly, based on the progress of work. Payment shall be made according to the following:

2.1 ELDERBERRY SHRUB AND VALLEY OAK TREE TRANSPLANTING

Elderberry shrub and Valley oak/other tree transplanting shall be measured for each shrub or tree transplanted in accordance with this scope and as directed by SAFCA. Payment for shrub and tree transplanting shall be made at the respective unit price per shrub or tree transplanted, and shall be in full compensation for all labor, materials, and costs associated with the shrub or tree transplanting. Payment shall include, but not be limited to: excavation, extraction, transport, planting, water basin development, and watering.

3. ELDERBERRY SHRUB AND VALLEY OAK TREE LOCATIONS

Elderberry shrubs and Valley oak/other trees requiring transplanting will be identified on site by SAFCA before the start of any transplanting operations. Field surveys have identified approximately 350 transplantable elderberry shrubs and 75 Valley oak trees within the project footprint. It is the Contractor’s responsibility to walk/inspect the project area before contract award so he/she can determine the location of the elderberry shrubs or oak trees to be moved and the amount of work to perform this activity. Identification of existing elderberry shrubs and trees to be transplanted and those to remain shall be the responsibility of SAFCA, working in coordination with the Contractor. All shrubs and trees within the project area shall be identified and approved by SAFCA before actual pruning and transplanting. Elderberry shrubs and oak/other trees shall be transplanted onsite and the exact receiving locations shall be coordinated with SAFCA Natural Resources Staff (NRS) staff or designated agents.

3.1 TRANSPLANTING EQUIPMENT

Equipment used for transplanting shrubs and trees shall be by tree spade (e.g., Vermeer, Big John or other), backhoe, front-end loader, or other machinery capable of extracting large shrubs. Equipment size shall be large enough to remove and relocate a substantial root ball as required herein.

3.2 TRIMMING & CUTTING EXISTING VEGETATION

(i) Elderberry

Under the direction of SAFCA, the Contractor shall trim back or cut adjacent vegetation so equipment can clearly access each elderberry shrub to be relocated. Any trimming of elderberry shrubs must be consistent with the US Fish & Wildlife Conservation Guidelines for the Valley Elderberry Longhorn Beetle.
(ii) Pruning Nearby Vegetation
Under the direction of SAFCA, the Contractor shall trim back or cut adjacent vegetation so equipment can clearly access each tree or elderberry shrub to be relocated.

3.3 TRANSPLANTING PROCEDURES

(i) Excavating Hole
Before transplanting operations begin, the Contractor shall excavate planting holes 4- feet deep, or greater as required to accommodate the elderberry shrubs and oak trees to be transplanted at each approved location, unless otherwise directed by SAFCA. Locations will be identified in the field by a representative of SAFCA and will be at a spacing of 15-30 foot centers.

(ii) Extracting & Transporting Elderberry shrubs and Valley oak trees
Elderberry shrubs and oak or other tree species shall be transplanted to SAFCA-approved locations and extracted using a tree spade, backhoe, front end loader, or other suitable equipment. Shrubs and trees shall be excavated taking as much of the root ball as possible, and replanted immediately at the receiving site. At all times, each shrub and tree shall be moved by the root ball. Care should be taken to ensure that the soil is not dislodged from around the transplant roots. If the shrub or tree is to be moved and transplanted by means other than a tree spade, the plant shall be loaded on a truck with the root ball wrapped with burlap and secured with wire or rope. The burlap shall be dampened with water, as necessary, to maintain moisture within the root ball.

(iii) Installing Transplants
All elderberry shrubs and oak or other trees species shall be relocated to their new location within 4 hours of being extracted. If the site receiving the transplant does not have adequate soil moisture, the Contractor shall pre-wet the soil a day or two before transplanting, so that it is wet/moist during transplanting but not filled with standing water. The root ball shall be planted in the excavated planting hole so that its root crown is 2-4 inches above the existing ground. Excavated soil shall be placed around the root ball to fill in the excavation. The soil shall be sufficiently compacted so that air voids are minimized and settlement does not occur. At no time shall fertilizers or other supplements designed to enhance shrub or tree growth be used. At no time shall the tips of pruned stems and branches be painted with any pruning substance.

(iv) Excavation Backfill
The Contractor shall backfill the excavated holes by grading adjacent earthen material into the excavation. The side slopes should not be steeper than 45 degrees. The Contractor shall ensure that the excavation site shall be re-graded so that it will not have the potential to impound rainwater.

(v) Constructing Watering Basin
Unless otherwise directed by SAFCA, excess soil shall be used to construct a minimum 10-foot diameter watering basin around each transplant. The watering basin surface shall be level, so that water distributes evenly around the plant during watering events. The lip or berm of the basin shall rise a minimum of 1 foot above the watering basin surface, and shall be uniform and stable.

(vi) Watering-in
The Contractor shall water-in and completely saturate each transplant root ball to the depth of the hole immediately after transplanting, and if deemed necessary by SAFCA, conduct additional watering following transplanting throughout the Contract Period. The Contractor in coordination with SAFCA shall observe the relocated shrubs and trees to determine if additional watering is necessary.
shrubs and trees may need to be watered weekly or possibly twice monthly; however, if rainfall is adequate, it may not be necessary to water after initial saturation.

(vii) CLEANUP
The Contractor shall remove all waste material/trash; said materials shall be recycled whenever possible or disposed of off-site, according to State and local codes and regulations.

4. **ORGANIZATION OF THE PROPOSAL**

The proposal shall contain the following information in the sequence noted:

4.1 **PROJECT APPROACH (1/2 page maximum)**

Briefly describe your firm’s proposed approach to complete the project or the portion(s) on which you are bidding including equipment proposed, listed in the scope above. Identify expected issue areas and how you expect to resolve them.

4.2 **RELATED EXPERIENCE (1/2 page maximum)**

List completed projects of similar scope and magnitude undertaken in the last three years by the individual or firm, and the level of participation. Provide the owner/client’s name and phone number.

4.3 **ORGANIZATION/QUALIFICATIONS (1/2 page maximum)**

List key staff proposed/committed to project and a brief summary of their roles and qualifications.

4.4 **SCHEDULE**

The work must be completed by February 15, 2015 or earlier. Submit a schedule with a start date and finish date, and clearly identified milestones.

4.5 **CONFLICT OF INTEREST**

Disclose, if relevant or appropriate, any actual, apparent, direct, indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under the Agreement for Contractor services to be awarded pursuant to this RFP. It is assumed that no response to this issue indicates no conflict of interest.

4.6 **INSURANCE**

Provide a summary of the firm's insurance coverage, including public liability, automobile, workers' compensation, and professional liability. The successful Contractor shall also summarize their ability to have in place all necessary insurance coverage's and limits under SAFCA’s standard contract terms, which are attached separately hereto as Attachments 1 and 2 respectively.
4.7 REFERENCES

Provide a minimum of three pertinent references, including key project team members with the name, address, telephone number, and e-mail address (if available) of owner/clients’ representatives on projects completed in the last seven (7) years.

4.8 COST PROPOSAL

The cost proposal shall be submitted using the table and format below and shall be provided in a separate, sealed envelope from the remainder of the proposal. The Contractor’s cost proposal shall be on a time and materials basis with a not-to-exceed amount to complete the identified scope. Please provide a unit cost per transplanted elderberry shrub and Valley oak tree according to the requirements of this proposal as well as detail of any assumptions or explanations of the cost estimate.
### Table 1 – Elderberry Shrub Bid Sheet

<table>
<thead>
<tr>
<th>DBH Size Range (inches)</th>
<th>Estimated No. of Shrubs</th>
<th>Unit $ cost/shrub</th>
<th>Total Cost $</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Shrub clusters with 1-3 inch stems</td>
<td>175</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Shrub Clusters &gt; 3 - 5 inch stems</td>
<td>175</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Contingency (10%)</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Total Cost (A+B+C)</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>

### Table 2 – Small Tree Bid Sheet

<table>
<thead>
<tr>
<th>DBH Size Range (inches)</th>
<th>Estimated No. of Trees</th>
<th>Unit $ cost/tree</th>
<th>Total Cost $</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Trees &gt;2 ≤ 6 inches</td>
<td>25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Trees &gt;6 ≤ 10 inches</td>
<td>25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Cost (A+B)</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>

### Table 3 – Large Tree Bid Sheet

<table>
<thead>
<tr>
<th>DBH Size Range (inches)</th>
<th>Estimated No. of Trees</th>
<th>Unit $ cost/tree</th>
<th>Total Cost $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trees &gt;10 ≤ 14 inches</td>
<td>25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Cost</td>
<td>---</td>
<td>---</td>
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</tbody>
</table>
SELECTION PROCESS

Upon receipt of qualifying proposals by the indicated deadline, SAFCA will convene a selection committee to review the submittals and evaluate and rank according to the following criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications/experience of the contractor team</td>
<td>25</td>
</tr>
<tr>
<td>Appropriateness of the recommended approach</td>
<td>5</td>
</tr>
<tr>
<td>Ability to successfully deliver the requested scope of work</td>
<td>10</td>
</tr>
<tr>
<td>Cost</td>
<td>60</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

Contractors submitting the most highly ranked proposals may be invited to an interview with the selection committee. Based on the interview and the submittal, a final candidate will be chosen. If a contract cannot be successfully negotiated with the final candidate, the next most highly-ranked candidate will be chosen, and so on. SAFCA reserves the right to reject all proposals.
EXHIBIT A - RM 0.5 RELOCATION/TRANSPLANT AREA
EXHIBIT B - SACRAMENTO RIVER EAST LEVEE (SREL) FOOT PRINT AT REACHES 19 AND 20

Source: USACE 2009