REQUEST FOR PROPOSALS (RFP)

Landscape Maintenance Services for Locations Primarily along the Lower American River

2015-2018

RFP Release Date: ………………………………………… May 8, 2015
Written Questions Due: …………………………………… May 15, 2015 - 4:00 p.m.
Written Proposals Due: …………………………………… May 29, 2015 - 1:00 p.m.
Contract Award Date: ……………………………………… June 18, 2015

Submit Questions, Written Proposals, and Cost Proposals (Excel document only) electronically to:

KC Sorgen
Senior Natural Resource Specialist
SorgenK@SacCounty.net
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  Attachment 2  Machine Rate Cost Table Group 1 and Group 2 proposals
  Attachment 3  Herbicide Use Policy
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1 GENERAL INFORMATION

The Sacramento Area Flood Control Agency (SAFCA) invites your firm to submit a proposal for landscape maintenance services at 15 sites located primarily within the American River Parkway, downstream of Sunrise Blvd to the confluence with the Sacramento River (see Attachment 1). Habitat was created at various locations to mitigate for habitat impacts’ resulting from flood system infrastructure improvements. SAFCA has assumed the long term Operations and Maintenance (O&M) obligations for these restoration sites. Site are adaptively managed therefore the number and dates of maintenance actions outlined in this RFP may be adjusted based on site and or weather conditions.

1.1 DESCRIPTION OF ACTIONS

Landscape maintenance actions may include, but are not limited to: irrigation system installation and operation; invasive/noxious weed control using mechanical and/or chemical methods; plant protection; and general site maintenance. Principles of adaptive management shall be implemented at all sites in order to meet site specific performance goals.

There are 15 sites (see Attachment 1) that will require professional services for a period of three (3) years commencing on June 18, 2015. Regular communication/meetings with SAFCA staff will be an integral part of project activities.

Questions regarding this Request for Proposals (RFP) are to be directed in writing to: SorgenK@SacCounty.net.

1.2 CONTRACTOR QUALIFICATIONS & EXPERIENCE

1.2.1 CONTRACTOR LICENSING

A valid C27 Contractor License, in good standing to conduct business in California, is required by the bidder for all work identified in this RFP. The bidder or its subcontractor(s) shall also possess a current California Pesticide Applicator License and Pest Control Business License in good standing and shall have a Pest Control Advisor (PCA) available. A copy of all required licenses shall be submitted as attachments with the bidder’s proposals.

1.2.2 CONTRACTOR OR FIRM EXPERIENCE

Any bidder shall have the experience, knowledge, and skill to maintain, manage, and monitor landscaping features. The Contractor shall submit verification of all of these qualifications as well as those specified for each group as described below for approval by SAFCA at the time of proposal submittal.
Bidders are required to have worked within and for the last 5 years on at least three (3) different landscape contracts under their principal contracting business. The work shall include irrigation system operation and maintenance, weed control using mechanical and chemical methods, and some pruning of trees and shrubs.

1.3 QUALITY ASSURANCE & AGENCY COORDINATION

The Contractor shall email a weekly maintenance summary to SAFCA by the close of business each Friday, which must include the following:

1. The status of sites i.e. changes in site conditions (fires, invasive weeds, homeless camps, etc.);
2. The maintenance activities that occurred during that week for each site; and
3. The schedule of maintenance activities for the following week.

Suggestions for any maintenance actions and remedial measures should be included in these weekly reports. The Contractor must obtain approval before implementing any proposed remedial measures or maintenance actions that are indicated as “to be determined” (TBD). If a critical need arises, the Contractor shall contact KC Sorgen (SAFCA, Senior Natural Resource Specialist) immediately at (916) 874-6099 or SorgenK@saccounty.net. To ensure timely processing of invoices applicable weekly maintenance summaries must be submitted on time.

The Contractor shall be available to conduct monthly site visits and attend periodic meetings called at the discretion of SAFCA, with SAFCA staff, to inspect work performed by the Contractor and to determine future maintenance actions. Site inspections, if required, shall be scheduled prior to Contractor invoicing for services.

1.4 MEASUREMENT & BASIS FOR PAYMENT

Payment shall be made at the respective unit price, and shall be in full compensation for all labor, materials, and costs associated with the maintenance actions and quality assurance actions as described in this RFP. Work completed under contingency will be on a time and materials basis. As such, a schedule sheet that includes the fully loaded (profit, overhead, risk) hourly costs for each class of employee shall be provided by the bidder and included in the contractors proposal. Similarly fully loaded machine/vehicle rates (profit, overhead, risk, maintenance, and fuel) anticipated to be used at any of the sites shall be provided in the attached schedule/table of machine rates (Attachment 2). Federal and State Prevailing wage law will apply. Receipts for materials shall be submitted with invoices.
2 SCOPe OF WORK & POliCIES

The following is a summary of definitions and actions common to many or all sites. Unless otherwise noted in the bid sheet that describes actions for each individual site, cost assumptions shall be based on these definitions.

Biweekly: every other week  Weekly: once per week  Semi-weekly: twice per week
Bimonthly: every other month  Monthly: once per month

Healthy Plant: Healthy plants shall be those that are of good form, free of disease and insect infestation, are robust, and exhibit vigorous growth (foliage and wood). Plants must not be heat or water stressed.

The anticipated frequency of maintenance events (i.e. biweekly, weekly, etc.,) is outlined for each site below in Site Specific Maintenance Actions. In some cases the timing and frequency of maintenance events may be adjusted based on weather factors and/or site conditions, or as guided, or approved by SAFCA.

2.1 IRRIGATION

The contractor shall coordinate with SAFCA to determine the beginning and end of the irrigation season. In general, the irrigation season is defined to occur between April 15 and October 31 each year. The contractor shall schedule regular irrigation events once the irrigation season has begun until the irrigation season ends. The Contractor is responsible for the following:

- Prior to the Irrigation season, weeds and debris shall be cleared from all planting basins and where applicable the entire irrigation system (i.e. emitters, sprinkler heads, pipes, hoses, back flow devices, etc.) shall be inspected and repaired as necessary.
- Ensure the irrigation system(s), remains operational to deliver an adequate amount of water to sustain ‘healthy plants’ as previously defined. Water would be applied at a rate sufficient to wet the soil and saturate the root zone of installed plants without causing erosion, damage to plants, or excessive runoff. A provision for system repairs and maintenance shall be included in cost assumptions.
- Scheduled irrigation events shall be during the early morning hours. There shall be at least two days between semiweekly irrigation events. The system shall be operated for a minimum of twelve (12) hours per event at a rate sufficient to wet the soil and saturate the root zone of installed plants. During irrigation events, the Contractor will ensure basins and berms are maintained free of weeds. If the site requires hand watering (including watering by buckets, truck and/or hoses) the Contractor shall ensure no erosion occurs while irrigating. Additionally, all pumps that take water from rivers, creeks, lakes, or ponds shall be outfitted with fish screens. Events shall not occur on rainy days. For sites irrigated once per week, irrigation shall not occur during a week that has received rain (unless otherwise instructed).
2.2 BROWSE PROTECTION

Linear fences or individual tree cages have been installed at many sites to protect specific trees susceptible to beaver damage (and in some cases as browse protection from deer). Typically, linear fencing consists of 3-4 foot tall welded wire fence supported by rebar or t-posts 6-8 feet on center. Cages consist of welded wire supported with rebar or t-posts with a diameter of at least 3 feet (cage diameter will vary based on tree diameter). Cages and fences require maintenance to ensure that the vegetation remains protected. The contractor will schedule cage and/or fence maintenance events unless directed otherwise. The Contractor is responsible for the following:

- **Inspect and repair of linear beaver fences** to ensure fence is upright, has adequate tension, without gaps below, or breaks in the mesh that would allow beavers to access the site. In areas with heavy public use, the Contractor shall install either a self-closing gate or fence maze with approval or by request of SAFCA.

- **Inspection and repair of individual tree cages** to ensure cages are not damaging the leader or main branches of the trees. If a cage is girdling or rubbing the tree stem or main branches, the cage shall be widened or the mesh opened slightly. Tree trunks/plant leaders shall emerge from the top opening of the cage.

- **Cage relocations** shall occur when the cage is no longer protecting a living tree. The cage shall be removed and installed around another on-site tree in the following order of priority: cottonwood, sycamore, yellow willow, alder, arroyo willow, Oregon ash, and valley oak. If there are no vulnerable trees in the area the cage should be disposed of at a disposal facility.

- **New cage installations** shall consist of 3-4 foot high welded wire with either rebar or t-posts used for support unless otherwise indicated. The cages should be wide enough to allow for growth without harming the plant (at least 12” from the trunk of the tree). In some instances where trees are unprotected and close together, it is acceptable to surround the clump of trees with fence material creating a pod fence.
2.3 WEED MANAGEMENT

The timing and frequency of all weeding and grassland management events (as defined below) may be adjusted or slightly modified based on the conditions of the sites as directed by SAFCA. The Contractor is responsible for the following:

- **Migratory Bird Treaty Act Compliance** – To avoid negatively affecting nesting birds in areas to be mowed/string-trimmed all of the Contractor’s field crew that perform these activities is obligated to receive awareness training from a SAFCA Natural Resource Specialist (or designee). Furthermore, during nesting bird season (March – August) a nesting bird survey shall be conducted within 3 days and prior to any activity to be conducted by a SAFCA Natural Resource Specialist (or designee) and one of the Contractor’s field crew employees. As such, the Contractor must also coordinate their scheduling activities with SAFCA staff. Any nests found will have a buffer area flagged where mowing/string trimming activities will be prohibited.

- **Mowing** shall include incidental string trimming in areas that are inaccessible to mowing equipment (i.e. poles, gates, trees, fences, etc.). Mowing height and treatment areas shall be specified by SAFCA. Typically for firebreaks, vegetation is mowed between 2 to 4 inches high in 30-foot widths.

- **Herbicide Policy** shall be adhered to at all times (Attachment 3).

- **Herbicides** recommended may be of a class that requires a County permit, which the contractor shall obtain. All herbicide applications shall include the use of dye. If it is determined that treatment did not affect the targeted weeds as indicated then a retreatment may be requested at the contractor’s expense.

- **Weed Management** is defined as hand pulling to remove shoots and roots, string trimming (to a height of less than 6 inches), and herbicide control of non-native plant species. Hand pulling shall be the preferred method of weed control, particularly within plant basins, unless otherwise stated. Target weeds will be specified by SAFCA.

- **Noxious Weed Removal** is defined as removal of all non-native woody tree, shrub, and vine species, and associated seed pods, from a site). Removal methods can include hand or mechanical methods e.g. masticator, weed wrench, and/or herbicide treatments (e.g. foliar spray, cut and paint). Timing of noxious weed removal events shall be coordinated with SAFCA. Noxious weeds to be removed include, but are not limited to the following:
  - Silver maple (*Acer saccharinum*)
  - Tree-of-heaven (*Ailanthus altissima*)
  - Giant reed (*Arundo donax*)
  - Catalpa (*Catalpa spp.*)
  - Pampas grass (*Cortaderia selloana*)
  - Scotch broom (*Cytisus scoparius*)
  - Eucalyptus (*Eucalytus spp.*)
  - Fig (*Ficus spp.*)
  - French broom (*Genista monspessulana*)
  - Privet (*Ligustrum spp.*)
  - Water primrose (*Ludwigia spp.*)
  - Oleander (*Nerium oleander*)
  - Tabaco Tree (*Nicotiana glauca*)
  - Almond/Plum (*Prunus spp.*)
  - Pyracantha (*Pyracantha angustifolia*)
  - Tamarisk (*Tamarix ramosissima*)
- Chinese tallow (*Sapium sebiferum*)
- Red sesbania (*Sesbania punicea*)
- Spanish broom (*Spartinum junceum*)
- Black locust (*Robinia pseudoacacia*)
- Elm (*Ulmus sp.*)

### 2.4 TRASH, DEBRIS & ILLEGAL CAMPSITE REMOVAL

Trash/debris removal shall be a regularly scheduled task as outlined under Site Specific Details & Maintenance Requirements or as directed/approved by SAFCA. The Contractor is responsible for the following:

- **Report all illegal campers/campsites** to the Sacramento County Park Rangers and follow-up with an email notice to KC Sorgen (sorgenk@saccounty.net) indicating the location and GPS coordinates of the camp and when notice was given to the Rangers.
- **Remove all trash and debris**, including remnants of any illegal/homeless camps (after the appropriate law enforcement official has provided notice and the proper time has elapsed) from each site. Other materials including those related to maintenance actions such as pin flags, flagging tape, wooden stakes, fencing, cardboard cartons, and rebar shall also be disposed. All trash and debris shall be disposed offsite to an appropriate landfill or recycling facility.

### 2.5 SAFETY AND HAZARDOUS MATERIALS

In the event of a safety or hazard issue the Contractor field crew must be able to communicate with the Contractor’s project manager, SAFCA (916-874-7606), County Park Rangers (916-875-6961) and/or other emergency personal while conducting work under the contract. The Contractor is also responsible for the following:

- **Fuels.** At no time will fuel cans/containers (glass bottles and jugs are prohibited) be placed within 100 feet of a river/creek or lake/pond. Additionally, reasonable precautions shall be taken to prevent spills of petro-chemical fuels and at no time will fuels/oils be used or placed within 100 feet of a waterway (i.e. river, creek, pond, or lake). In the event of a hazardous material spill, the Contractor will immediately notify SAFCA.
- **Fire Safety.** During periods of **very high and extreme fire danger**, specific equipment and fire precautionary measures are applicable as follows:
  - Meet the minimum requirements of Sections 4427 and 4428 of the California Public Resources Code (CPRC).
  - during mowing activities a 500 gallon water tank (filled with water) with a pump & hose shall be on-site and available for backup fire suppression
  - Each internal combustion engine (including but not limited to trucks and tractors shall always be equipped with an operational and maintained fire extinguisher for oil and grease fires (Class 4-B, C, or larger). Additionally, there will always be enough appropriate sized shovels
that are 46 inches in length (or greater) and 2.5 pound axes (or larger) that are 28 inches in length (or greater) to equip each employee present.

- All equipment and internal combustion engines shall be equipped with spark arrestors as approved and according to Sections 4442 and 4443 of the CPRC. Spark arrestors shall be a model that has been tested and approved under Forest Service Standard 5100-1a (April 1970) and shall be maintained in good operating condition. Motor vehicles equipped with a maintained muffler as defined by CPRC Section 4442 and 4443 or tractors with exhaust-operated turbochargers are excluded from the spark arrestor requirement.

- One fire extinguisher meeting specifications of CPRC Section 4431 and a size 0 shovel that is 46 inches in length shall be kept with each operating power saw.

- Smoking by all employees is prohibited within the work area.

- The fire department must be notified immediately if initial control actions fail to extinguish a fire. SAFCA shall be notified immediately after the fire department is notified.

### 2.6 SITE ACCESS

Vehicle access is allowed on existing access roads only. Speed Limits are 10 mph on all unpaved access roads and paved bike trails, and 5 mph on blind curves. Vehicle use of the American River Bike Trail is only permitted when no alternative route is available. Contractor must use emergency hazard lights while operating on Bike Trail. The Contractor must abide by the conditions in the County Parks Encroachment Permit, which will be obtained by SAFCA prior to work in the American River Parkway.
3 SITE SPECIFIC MAINTENANCE ACTIONS

3.1 SITE LOCATIONS

This service area is located along the LAR, the Sacramento River and one location in south Sacramento near Florin Creek. The maintenance actions required at these sites typically include routine trash removal, cage/fence maintenance and noxious weed removal. Below are the anticipated maintenance actions for each site.

JEFFERSON PARCEL

This parcel is located at 299 Jefferson Ave.
- Mowing – 9 events includes string trimming along the fence line

RM 11.6R (AMERICAN RIVER)

Located approximately ¼ mile downstream of the Jacob Lane levee access along the American River. This site is approximately 1,700 feet in length and was planted in 2000. Site features include riparian vegetation and upland VELB habitat. Anticipated maintenance actions:
- Cage Maintenance – 6 events (May & September)
- Noxious Weed Removal – 6 events
- Mowing - 6 events up to 1 acre each event
- String Trimming – 6 events up to 1 acre each event
- Trash Removal – 6 events (May & September)

MAYHEW (AMERICAN RIVER)

Located at the County Parks Gristmill access off Mira del Rio near Linda Rio Drive. This site is approximately 1 acre and features recently planted oaks that may require truck watering in 2015. Anticipated maintenance actions:
- Mowing – 6 events up to 1 acres each event
- Irrigation – 35 events (weekly via truck to fill each basin, minimum 500 gals/ basin)

RM 10.0L (AMERICAN RIVER)

Located upstream of Watt Ave at the Waterton Way access. The site is approximately 0.1 acres and features both biotechnical slope stabilization and riparian vegetation.
- Cage Maintenance – 6 events (May & September)
- Noxious Weed Removal – 6 events
SITE 5 (AMERICAN RIVER)
Located at the Kadema area between Howe and Watt avenues and can be accessed from the Kadema levee gate. This site is approximately 1,200 feet in length and features bank protection with woody riparian vegetation.

- Cage Maintenance – 6 events (May & September)
- Noxious Weed Removal – 6 events
- Trash Removal – 6 events (May & September)

SITE 4 (AMERICAN RIVER)
Located between the H Street Bridge and the water intake structure and can be accessed at the CSUS bike trail off State University Drive E. The site is approximately 3,100 feet in length and features both bank protection and on-site riparian woody vegetation mitigation.

- Cage Maintenance – 6 events (May & October)
- Fence Maintenance – 12 events (May, July, August, October)
- Noxious Weed Removal – 6 events
- Trash Removal – 12 events (May, July, August, October)

SITE 3 (AMERICAN RIVER)
Located just upstream of RM 4.2L and can be accessed at Glen Hall Park at the end of Carlson Dr. or at Sutter’s Landing Park. The site is approximately 3,400 feet in length and features both bank protection and on-site riparian woody vegetation mitigation.

- Cage Maintenance – 6 events which includes about 500 feet of linear fence at the upstream end (May & September)
- Noxious Weed Removal – 6 events
- Trash Removal – 6 events (May & September)

RM 4.2L (AMERICAN RIVER)
Located just upstream of Business 80 and can be accessed at Glen Hall Park at the end of Carlson Dr. or at Sutter’s Landing Park. The site is approximately 1,400 feet in length and features bank protection, on-site riparian woody vegetation mitigation.

- Cage Maintenance – 6 events (May & September)
- Noxious Weed Removal – 6 events
- Trash Removal – 6 events (May & September)
CAL EXPO (AMERICAN RIVER)

Located just downstream of Business 80 and can be accessed from Tribute Rd. This site is approximately 9 acres and features Valley Elderberry Longhorn Beetle (VELB) habitat.

- Trash Removal – 5 events
- Debris Removal – 1 event to remove remnant deer fence, irrigation lines, weed mats, rocks from entrance, sand straw waddles
- Noxious Weed Removal – 6 events
- Mowing – 6 events up to 9 acres each event
- Herbicide (Various Weeds) – 6 events up to 9 acres each event

SITE 2 (AMERICAN RIVER)

Located just downstream of Business 80 and can be accessed at Glen Hall Park at the end of Carlson Dr., or at Sutter’s Landing Park. The site is approximately 450 feet in length and features both bank protection and on-site riparian woody vegetation mitigation.

- Cage Maintenance – 6 events (May & September)
- Noxious Weed Removal – 6 events
- Trash Removal – 6 events (May & September)

SITE 1 (AMERICAN RIVER)

Located ¼ mile downstream of Hwy 160 and extends upstream of the UPRR Bridge. Site access by bike trail off 16th street at the end of Dreher Street or off Richards Blvd at 10th street. The site is approximately 2,220 feet in length and features both bank protection and on-site riparian woody vegetation mitigation.

- Cage Maintenance – 6 events (May & September)
- Fence Maintenance – 18 events (May - October) approx. 600’ downstream of Hwy 160
- Noxious Weed Removal – 6 events
- Trash Removal – 18 events (Monthly)

RM 1.8L (AMERICAN RIVER)

Located ¼ mile downstream of Hwy 160 and can be accessed off Richards Blvd at 10th street. The site is approximately 800 feet in length and features both bank protection and on-site riparian woody vegetation mitigation.

- Cage Maintenance – 6 events (May & September)
- Noxious Weed Removal – 6 events
- Trash Removal – 18 events (Bimonthly)
**RM 0.9R (AMERICAN RIVER)**

Located a ¼ mile upstream of Discovery Park on the American River and can be accessed from the bike trail near the Discovery Park archery range. This site is approximately 1,400 feet in length features approximately 6 acres of upland and riparian woody vegetation.

- Cage Maintenance – 6 events (May & September)
- Fence Maintenance – 15 events (monthly from May to October)
- Noxious Weed Removal – 6 events
- Trash Removal – 18 events (bimonthly)

**MILLER PARK (SACRAMENTO RIVER)**

Located within Miller Park along the Sacramento River at the end of Broadway. This site is approximately 750 feet in length and features riparian woody vegetation along the bank and on the upland within the park.

- Cage Maintenance – 18 events (Bimonthly)
- Irrigation – 53 events (Yr 1 weekly, Yr 2 biweekly via truck to deliver a min. of 500 gal/plant
- Noxious Weed Removal – 6 events

**VERGARA PARCEL (NEAR FLORIN CREEK)**

This parcel is an open lot that is about 2.5 acres located along Orange Avenue just to the west of La Mancha Way.

- Trash Removal – 4 events
- Mowing – 4 events up to 2.5 acres each event
4 ORGANIZATION OF PROPOSAL

4.1 WRITTEN PROPOSAL

To be judged responsive to this RFP, or portions thereof, the bidder must demonstrate, to the satisfaction of SAFCA, they and any entity or sub-contractor identified in the proposal possesses the experience and licenses required to perform the work as specified in Section 1.2 above.

The Agency Reserves the right to reject any or all bids, and to independently verify all of the bidders submittals, and if necessary, require additional information. Failure to provide the information required in this proposal may render the proposal non-responsive and may result in its rejection.

The written proposal shall be submitted as a PDF or Word file. Proposals received after the due date and time will not be accepted. The proposal shall contain the following information in the sequence noted:

4.1.1 ORGANIZATIONAL INFORMATION

Provide the following background information: 1) Business address, 2) Firm leadership (names, title and qualifications of executive officers), 3) Years in business, 4) Years performing maintenance at habitat restoration/mitigation sites, and 5) Any disqualifications, judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers.

4.1.2 DETAILED PROJECT APPROACH (1 PAGE MAX)

Describe your firms’ proposed approach to the Scope of Work tasks including proposed equipment, as they relate to each site.

4.1.3 LICENSES

The Contractor must hold a current C-27 Landscaping License with the State of California, as well as a Pest Control Business License and Qualified Applicators License with the State of California Department of Pesticide Regulation. Attach copies of these licenses to the submitted proposal.

4.1.4 RELATED EXPERIENCE (1 PAGE MAX)

List and provide the following information for three (3) projects that you have maintained within the last five (5) years: a) name and location of project, b) acreage, c) type of landscape features, d) brief description of routine maintenance actions performed including weed management strategies employed, e) contract start and end dates, and f) the owner/client’s name, contact person and phone number.
4.1.5 STAFF QUALIFICATIONS

Identify staff proposed and list their roles, relevant experience, and any training received applicable to this RFP including native plants, invasive species management. For staff performing and supervising herbicide work, provide their qualifications (past projects performed) regarding the selection, application, and knowledge of regulations governing herbicides. Attach all staff resumes.

4.1.6 SUBCONTRACTORS

If applicable, identify subcontractor or joint venture relationships proposed in the performance of the work. Identify their role and details of the work to be performed under this contract. Provide resumes for all subcontractor key staff and a copy of the subcontractor’s valid California C-27 Landscaping License. If the subcontractor will be applying herbicide, provide their qualifications (past projects performed). Provide copies of Pest control Business License and Qualified Applicators License with the State of California Department of Pesticide Regulation.

4.1.7 INSURANCE COVERAGE

Respondents must maintain the following minimum limits of insurance:

1. General Liability shall be on an Occurrence basis (as opposed to Claims Made basis) and the Contractor’s general liability Aggregate Limit of Insurance shall be endorsed to apply separately to each job site or project, as provided for by Insurance Services Office form CG-2503 Amendment-Aggregate Limits of Insurance (Per Project). Minimum limits and structure shall be:
   - General Aggregate: $2,000,000
   - Products Comp/Op Aggregate: $2,000,000
   - Personal & Adv. Injury: $1,000,000
   - Each Occurrence: $1,000,000
   - Fire Damage: $100,000

2. Automobile Liability: Corporate/business owned vehicles including non-owned and hired, $1,000,000 Combined Single Limit. Individually owned vehicles, $250,000 per person, $500,000 each accident, $100,000 property damage;

3. Workers' Compensation: Statutory including endorsements to provide coverage under the Jones Act and the USL&HW Act. Employer’s liability: $1,000,000 per accident for bodily injury or disease;

4. Environmental Pollution Liability: $1,000,000 per occurrence or per claim (if written on a claims-made form);

4.1.8 REFERENCES
Provide a minimum of three (3) pertinent references that can unequivocally support the Contractor’s experience for each of the tasks identified. Include the responsible project manager, including name, current address, current telephone number, and current email address (if available) of clients’ representatives.

4.2 COST PROPOSAL

The Contractor’s cost proposal shall be a fixed fee proposal to conduct the scope of services requested. The cost proposal shall adhere to each discrete work Group and the specific maintenance activities related to the sites in the work group as described under Scope of Services and Site Specific Maintenance Requirements.

The respondent will be required to adhere to State of California prevailing wage law and as such shall provide verification of certified payroll when requested. The cost estimate proposed shall include incidental expenses for routine repair and replacement of materials on the site. Costs for extraordinary repair or replacement habitat at a project site due to severe flood or fire damage are outside the scope of this proposal.

Contractors may submit a cost proposal for any or all of the Project Groups listed above. Costs shall include a 10% contingency of the total cost calculated for each Project Group. Any proposal submitted for two (2) or more contracts shall specify a proposed discount (if any) due to economies of scale if awarded.

Please use the electronic bid sheets (Attachment 4). This cost proposal shall be submitted electronically to KC Sorgen at sorgenk@saccounty.net; no other forms of cost proposals shall be accepted.

4.3 SELECTION PROCESS & CONTRACT AWARD

Contract award will be to the most qualified and experienced Contractor that meets the minimum qualifications as determined by SAFCA. In addition to cost, consideration will be given to:

- The ability, capacity and skill of the Contractor to perform the Work;
- The ability of the Contractor to perform the Work within the time specified, without delay;
- The ability of the Contractor to perform the Work in a safe manner;
- The character, integrity, reputation, judgment, experience and efficiency of the Contractor; and
- The quality of the Contractor’s performance on previous work with the Agency (if any has occurred).

A selection panel will rate the proposals and, if necessary, interview the most highly qualified firms. If an interview is deemed necessary, the members of the Contractor’s team may be asked to make a presentation at this interview. Once the Contracts have been awarded, all Contractors will be
notified of the results. Upon award of each contract, the selected Contractor/s shall be required to participate in a tour of sites with SAFCA staff prior to each maintenance season to discuss the scope of work.

SAFCA reserves the right to reject any or all bids, and to independently verify all of the above, and if necessary require additional information from bidders. Failure to comply with all the information required in this proposal may render the proposal non-responsive and may result in its rejection.