

MORAGA-ORINDA Fire PROTECTION DISTRICT



REQUEST FOR PROPOSALS

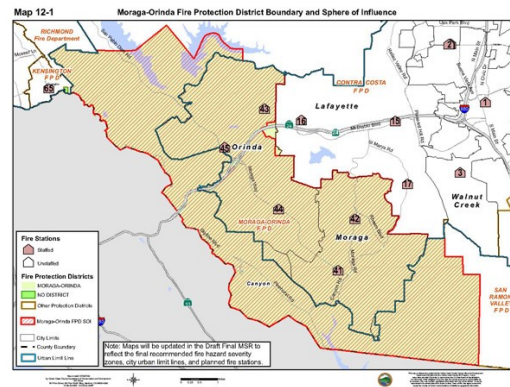
Weed and Hazard Abatement Services

Issue Date: April 9, 2021

Proposal Due Date: April 16, 2021 at 3:00 PM

SECTION ONE - OVERVIEW MOFD OVERVIEW

The Moraga-Orinda Fire Protection District (MOFD) provides fire protection, rescue, and emergency medical services in the City of Orinda, the Town of Moraga, some unincorporated county areas adjacent to the municipalities, and the community of Canyon. The MOFD also provides automatic aid into Lafayette and State Responsibility Areas that lie within the District's boundaries.



MOFD proudly provides an “all-risk” delivery system and will respond and mitigate any incident that has harmful physical effects to persons or property. Within MOFD, there are five strategically located fire stations which deploy a wide variety of apparatus for specific emergencies. Each fire engine, fire truck and cross-staffed ambulance is staffed with at least one firefighter/paramedic.

Project Summary

The Moraga Orinda Fire District (MOFD) is seeking contracted labor services to staff the MOFD community chipping program. The Contractor shall furnish labor as specified. All material, tools, equipment, transportation, supervision, and incidentals shall be provided by the District.

The District is requesting proposals (RFP) from qualified contractors to enter into a service agreement beginning on or around May 1, 2021.

Background

During the months of May and June the District provides community chipping.

The District is now seeking a contractor to provide labor to operate the district provided Dodge 5500 and Model 15XP chipper to carry out roadside chipping of material which has been previously cut and piled by residents.

Project

Labor provided by the contractor will operate a Dodge 5500 with automatic transmission while towing the chipper on city streets and highways. Labor must maintain at least a California Class C license.

Labor provided by the contractor will manually feed previously constructed piles of brush and limbs, not to exceed 12' diameter.

Labor provided by the contractor will, on occasion, transport and dump chipped material at an approved location.

Contractor will be required as part of a service contract to provide proof of insurance as described further in Section Two of this RFP.

MOFD invites responses to this RFP to provide abatement in support of the district's fuels mitigation program.

Questions or inquiries regarding this RFP should be directed to Gorden Graham, Fuels Mitigation Manager, at 925-258-4520 or via email at ggraham@mofd.org.

PROPOSAL REQUIREMENTS

This RFP represents the requirements for an open and competitive process. Proposals must be received no later than 3:00 pm PDT on April 16, 2021. Late submissions after the deadline or proposals delivered via fax or postal service will not be accepted.

Proposals must be submitted via email to:

ggraham@mofd.org

Gorden Graham

Fuels Mitigation Manager

Costs included in proposals must be all-inclusive.

MOFD's standard form contract is required and will include scope, budget, schedule and other necessary items pertaining to the project.

BIDDERS MEETING

MOFD will conduct a virtual bidders meeting on April 13, 2021 at 11:00 am. At that meeting, MOFD staff will:

- Review the requirements of the RFP
- Answer questions about the RFP, evaluation process, contracting process and related questions.

Interested bidders should opt-in for the Bidders Meeting by sending an email to Gorden Graham at ggraham@mofd.org.

SECTION Two – PROPOSAL REQUIREMENTS BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal:

- A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work, a statement as to why the firm believes itself to be best qualified to perform the project and a statement signed by an authorized employee that the proposal is a firm and irrevocable offer for thirty (30) days.
- Description of experience providing abatement services.
- Two references from past clients. Include name, title, agency, phone and email address.
- Proof of Workers' Compensation Insurance: If Consultant employs any person, Consultant shall maintain Statutory Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant.

SECTION Three – Project Scope of Service

Provided labor must be capable of maintaining physical condition necessary for standing, walking, carrying, stacking, piling, bending, climbing, overhead reaching, crouching; heavy pulling and pushing; strength to lift up to 50 pounds.

Provided labor will work a standard Monday-Friday work week in accordance with applicable California labor laws. Work site coordination and daily assignments will be carried out by MOFD staff.

BUDGET

All proposals must include all-inclusive hourly costs. The project shall not exceed \$30,000.

PROPOSAL EVALUATION CRITERIA

MOFD will evaluate all proposals based on the following criteria:

- Overall proposal suitability: Proposal must meet the functional requirements and scope included herein and be presented in a clear and organized manner.
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project.
- Previous work: Bidders will be evaluated on examples of their work pertaining to application as well as client references.

- Value and cost: Bidders will be evaluated on the cost of their proposal based on the work to be performed in accordance with the scope of this project.
- Technical expertise and experience: Bidders must provide descriptions and documentation of expertise and experience.

FINAL COMMENTS

The District reserves the right to reject any and all proposals, cancel all or part of this RFP, and waive any minor irregularities and to request additional information from proposing firms. By requesting proposals, the District is in no way obligated to award a contract or pay expenses of the proposing firms in connection with the preparation or submission of a proposal.

The District appreciates the efforts of all the firms and their respective staffs in responding to the RFP.