

MORAGA-ORINDA Fire PROTECTION DISTRICT



REQUEST FOR PROPOSALS

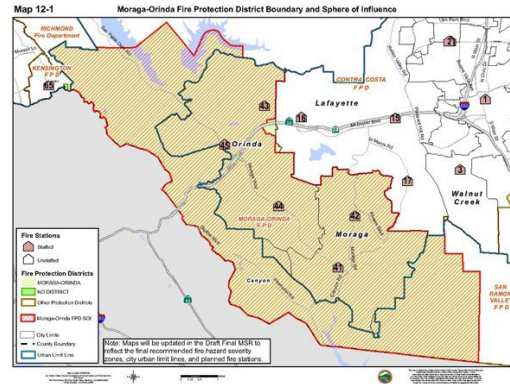
Weed and Hazard Abatement Services

Issue Date: September 14, 2022

Proposal Due Date: September 23, 2022 at 3:00 PM

SECTION ONE - 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 the services of experienced and qualified licensed vegetation Abatement Contractor (Contractor) with proven expertise in hazardous vegetation management to abate fire hazards on private property located within the jurisdiction of the District in accordance with its requirements and in a professional manner. The Contractor shall furnish all material, tools, equipment, transportation, supervision, incidentals and labor specified. The District is requesting proposals (RFP) from qualified contractors to enter into a service agreement beginning on or around October 1, 2022.

BACKGROUND

During the year the District assesses parcels for compliance with the MOFD [Ordinance 20-01](#) Chapter 3, Section 325. Parcels that remain non-compliant and are identified by District’s Board of Directors as a public nuisance are abated by the fire district.

The District is now seeking to create a list of contractors that will be used to abate the properties on which combustive material and/or hazardous vegetation form a fire hazard which has been determined to be a public nuisance.

PROJECT

The properties upon which weed abatement and/or removal shall be done consist of private property, both undeveloped and developed upon which combustive material and/or hazardous vegetation form a fire hazard and have been declared a nuisance and a fire hazard. The scope of services includes all work to perform hazard abatement at numerous sites described in MOFD [Ordinance 20-01](#) Fire Code, Chapter 3, Section 325.

These properties contain all or some of the following:

1. Dead annual grasses and weeds
2. Brush
3. Dead, Dying and Diseased trees
4. Healthy trees which not been maintained to remove ladder fuels
5. Rubbish

Contractor shall be licensed in the state of California and have previous experience in performing similar work. Contractor shall provide a current copy of their Contractor License.

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 Jeff Isaacs, Fire Marshal, at 925-258-4513 or via email at jisaacs@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 September 23, 2022. Late submissions after the deadline or proposals delivered via fax or postal service will not be accepted.

Proposals must be submitted via email to:

Jisaacs@mofd.org

Jeff Isaacs

Fire Marshal

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 Monday, September 19, 2022 at 10:00 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 Jeff Isaacs at jisaacs@mofd.org. A zoom link will be sent out once your request has been received.

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 Commercial General Liability Insurance: Consultant shall maintain commercial general liability insurance for the term of this Agreement, including products liability, covering any loss or liability, including the cost of defense of any action for bodily injury, death, personal injury and property damage which may arise out of the operations of the consultant (with coverage at least as broad as ISO form CG 00 01 01 96) and in an amount not less than \$1,000,000 per occurrence/\$2,000,000 aggregate.
- 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 with limits of not less than (\$1,000,000) per accident.
- Proof of Automobile Liability Insurance: Consultant shall maintain automobile liability insurance (with coverage at least as broad as ISO form CA 00 01 07 97, (for "hired and non-owned auto") for the term of this Agreement covering any loss of liability, including the cost of defense of any action, arising from the operation, maintenance or use in an amount not less than (\$1,000,000) per

accident for bodily injury and property damage. This insurance shall provide contractual liability covering all motor vehicles and mobile equipment to the extent coverage may be excluded from general liability insurance.

SECTION THREE – PROJECT SCOPE OF SERVICE

Public Nuisance parcels shall be abated by the Contractor in accordance with MOFD Fire [Ordinance 20-01](#). The following abatement provisions shall be accomplished by the Contractor as part of the services provided to the District:

PROPERTIES UNDER 1 ACRE IN SIZE:

- All annual grasses and weeds located on the unimproved parcel shall be removed or cut to a maximum height of three (3) inches.
- Tree limbs within six (6) feet of the ground that permit fire spread into the tree canopy and promote ember distribution shall be removed.
- All downed trees, branches or woody debris shall be removed.
- Debris piles that contain combustible material that can easily support fire ignition and spread shall be removed.
- All brush or woody vegetation debris shall be chipped and broadcast or removed from the property.
- Non-vegetative combustible debris (i.e., trash, tires, construction debris) shall be removed from the property.

PROPERTIES OVER 1 ACRE IN SIZE:

- Provide fuel break along property line. Fuel break may be 30 to 100 feet depending on the size of the property.
- Tree limbs within six (6) feet of the ground that permit fire spread into the tree canopy and promote ember distribution shall be removed, within the perimeter fuel break
- Eliminate all ladder fuels that can easily transmit fire into the tree canopy, within the fuel break
- Remove all hazardous vegetation and combustible material
- Mastication may be required on large parcels

BUDGET

All proposals must include all-inclusive hourly costs to complete the tasks described in the project scope. Pricing should be listed for each of the following items in accordance with the format below.

1. Annual grass and weed removal flat ground hand crew
2. Annual grass and weed removal sloped ground hand crew
3. Annual grass and weed removal mechanical mowing
4. Brush removal hand crew
5. Brush removal mechanical mastication
6. Tree limbing
7. Tree removal less than 24" DBH
8. Tree removal greater than 24" DBH
9. Chipping brush and up to 12" tree limbs
10. Chipping tree trunks
11. Hauling of chips

All costs and fees must be clearly described in the proposal.

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.
- Bidders who are not able to carry out the full scope of abatement will not be considered.

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.