GREATER TOLLGATE CANYON COMMUNITY

SHADED FUEL BREAK

REQUEST FOR PROPOSALS

RELEASE DATE:

CLOSING DATE:

PROJECT TITLE:

May 3, 2022

Proposals must be received by May 28 2022

Greater Tollgate Area Shaded Fuel Break, Phase 1

CONTACT PERSONS: Fire Safety Committee Leads

Sam Vincent

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**SUMMARY**

The Greater Tollgate Canyon Community (GTCC) is seeking proposals from qualified and experienced contractors to provide all labor, materials, and equipment necessary to carry out Phase I of the GTCC Full Break (Project). This Project consists of fuels reduction on approximately 31 acres of land in the form of manual removal using chainsaws, pruning, and chipping of cut material. GTCC retains the right to award to one or more contractors to ensure that the Project is completed within the specified time frame.

The respondents are advised that the maps, scope of work, and specifications included in this solicitation are intended to be the basis for performance of the Project and for the purpose of establishing a cost proposal. The maps, scope of work, and specifications were prepared by the GTCC and convey the general overall scope and nature of the Project, including descriptions of the environmental mitigation and protection requirements. These maps and scope of work were created as “outline” with the understanding that actual work may vary .

Proposals must be received by 4:00pm on 5/28/2022 in accordance with the instructions contained herein. Late proposals will not be considered.

The GTCC estimates the total project cost to be under $50,000.

Contractors are advised that this is not a sealed bid or low bid process. The GTCC intends to make an award(s) using the evaluation criteria listed in the specifications to determine the proposal with the best value for the community, which value will not be strictly monetary

For purposes of this RFP, “GTCC” or “Tollgate Canyon” refers to the Greater Tollgate Canyon Community and includes over 800 of parcels and over 450 homes both within and outside of the official Pine Meadows Ranch and Forest Meadows HOA. “CONTRACTOR” refers to the submitter (proposer/responder) of the proposal, and “Project Manager” refers to the GTCC Project Manager, Sam Vincent, or another designated representative.

**PROPOSAL INSTRUCTIONS**

**RFP Schedule**

Release of RFP

Pre-Proposal Field Meeting Final RFP Questions Due

Pre-Proposal Question Responses Posted Proposal Due

Contract Award

May 3, 2022

May 21, 2022

May 28, 2022

June 10, 2022

**Questions**

Questions regarding the RFP shall be submitted by email to the Project Managers, Sam Vincent, Mariana Mavor, and Megan Franz at pinemeadowsfire@gmail.com

Questions shall be submitted no later than 4:00 p.m. local time on May 21, 2022. Question responses will be emailed no later than May 28, 2021. Responses will also address those questions posed during the non-mandatory field visit.

**Field Meeting**

The GTCC will conduct a pre-proposal field tour no later than May 21 2022 . Interested contractors will meet at the parking area at the base of Tollgate Canyon. All interested parties are requested to RSVP to pinemeadowsfire@gmail.com

**Proposal Submission**

Proposals must be received via email to pinemeadowsfire@gmail.com no later than 4:00 p.m., local time, on May 28, 2022. Please cc yourself as verification of submittal. Hardcopies will not be accepted.

Faxed or late proposals will not be accepted. It is the responsibility of the proposer (proposer/responder) to ensure that the proposal is received prior to the deadline date and time. Proposals received after the submission deadline will not be accepted and will be returned unopened. Any changes to this RFP are invalid unless specifically modified by the GTCC and issued as a separate addendum document. Should there be any question as to the content of this document, the GTCC’s copy shall prevail.

**Proposal Format**

The proposals must be in an 8 ½ X 11 format, may be no more than a total of fifteen (15) pages, single-sided. NOTE: A single sheet cover letter, dividers, any attachments included in this RFP which are required to be submitted with the proposal, cost proposal, insurance, licensing documents, and Addenda acknowledgments do NOT count toward the fifteen (15) page limit. Proposals that do not furnish information organized according to the format or do not include the content specified in this RFP may be rejected.

**Required Proposal Content**

Cost Proposal: The GTCC estimates the total project cost to be under $50,000. Thus, **the proposal will be submitted with both hourly and per acre rates** for project work based upon the best available information at the time of advertisement of the RFP. Proposers (proposer/responder) must acknowledge and affirmatively indicate that they can provide such services within this amount and within the specified time frame.

Contractors are expected to identify the cost to complete the work and provide firm unit costs as identified in the attached Schedule of Items/Cost Proposal Form for each item specified. The actual quantities required may fluctuate up or down, however, the price per unit shall not change from the proposal. All prices shall include all necessary overhead and profit. Items not listed in the schedule of values such as preparation and submittal of necessary permits, profit, etc. shall be distributed throughout the respondent’s unit process for the items listed.

Project Methodology: CONTRACTORS shall describe the methodology to be used to accomplish the tasks required for the scope of services. The GTCC relies on the professional expertise and competence of the selected CONTRACTOR and expects the CONTRACTOR to be knowledgeable of the specific services identified in the scope of work and to include in its proposal all tasks required to implement the scope of services.

Approach, Staffing, Work Plan, Schedule: Provide an overview of your understanding of the services to be provided and your approach to the work, including but not limited to equipment to be utilized, staffing requirement expectations, outside agency coordination required, and any other items the firm believes necessary to demonstrate the firm’s proposed strategy to complete the project. The approach shall include the proposed work plan and schedule for accomplishing the work.

Experience, Qualifications, and References: Describe the firm’s experience and qualifications related to fuels reduction work of similar scope and complexity. Provide contact information for at least two references who oversaw past projects with a similar scope of work. Photographs of other projects completed are helpful but not required.

Insurance Certificates: Provide copies of insurance certificates reflecting the requirements outlined in the CONTRACTOR is not required to submit the required endorsements before award of contract, but endorsements will be required before the start of work. Be advised that Pine Meadows Ranch HOA (actual legal name should be provided in final agreement) is required to be listed as additional insured/loss payee.

Licenses: Provide proof of Summit County, UT business license and any other local, regional and state licenses as applicable. This license may be obtained after award of contract, but must be in hand prior to the start of work.

**Evaluation Process**

An evaluation committee will evaluate all proposals received for completeness and the proposer’s ability to meet all specifications as outlined in this RFP. The following evaluation criteria and weight of importance shall be used in evaluating and selecting a CONTRACTOR. Cost proposal criteria points will be awarded on a relative scale as described below.

|  |  |
| --- | --- |
| Evaluation Criteria | Points |
| Cost Proposal | 45 |
| Experience, Qualifications, and References | 25 |
| Project Methodology | 20 |
| Approach, Staffing, Work Plan, and Schedule | 10 |
| Proof of Insurance | Y/N |
| Willingness to obtain a Summit County, UT business license upon award of the contract | Y/N |

**Award of Contract**

The GTCC, at its own discretion, may reject any and all proposals and re-issue this RFP. The GTCC may choose to award one or more contractors to service any portion of the project. The GTCC may waive any minor irregularities or immaterial defects in a proposal. The GTCC reserves the right to request additional written or oral information from proposers to obtain clarification on their proposals. All proposals become the property of the GTCC. All costs associated with development of the proposal in response to the RFP shall be the sole responsibility of the CONTRACTOR and shall not be charged in any manner to the GTCC.

The contract shall be awarded by June 10, 2022. The CONTRACTOR shall not begin work without express permission from the GTCC Project Manager. Work will begin no later than July 1, 2022 and must be complete prior to September 30, 2022.

**Future Projects**

PMRHOA anticipates learning of the status of its application for a FEMA Hazard Mitigation Program Grant (HMPG) award in Oct. 2022. If PMRHOA is awarded this grant, similar work will be needed for an additional 25-30 miles of road within the GTCC. In that event, PMRHOA and the GTCC reserve the right to release a new RFP for additional phases of this project and to contract with whomever it chooses, although PMRHOA and GTCC may choose instead to initiate negotiations with the awardee of the 2022 contract, if such is the preference of those entities and the Contractor.

**PROJECT BACKGROUND AND OBJECTIVES**

Description of the project area including acreage needing fuel break work, approximate description of the nature of the terrain, vegetation, and slope:

This project will consist mainly of understory treatments to reduce flammable fuels along the edges of roads in the GTGCC. Work will primarily take place along road corridors, in the area 10 feet from each side of the outer edges of community roads, and in the community’s designated safety zone. This proposed fuel break is primarily intended to protect safe ingress/egress and to prevent the spread of wildfire from the paved interstate area, from community roads, and from south and east of the community. A wildfire originating in the canyon would pose a severe threat to residents and homes. The project also aims to facilitate long-term stewardship through practices such as continued hand treatment, mechanical treatment, and prescribed fire.

Specific project objectives include:

* Use a collaborative approach between multiple parties to create fire resilient and fire-adapted landscapes
* Create a defensible location to be used by fire suppression resources to reduce wildland fire hazard and increase fire crew safety
* Reduce hazardous fuels such as trees, shrubs, brush, and other vegetative growth within the project area
* Protect communities, infrastructure, and forest resources within a Wildland Urban Interface (WUI)
* Conduct vegetation prescriptions to reduce fire hazard, improve tree growth, and increase forest resiliency
* Conduct vegetation prescriptions to reduce the rate of spread, duration and intensity, and fuel ignition of crowns
* Retain or enhance ecosystem processes compatible with reduction of fuel hazards
* Utilize the project as an educational opportunity to increase community awareness associated with living in a WUI

**SCOPE OF WORK**

All project work shall be accomplished by hand crews using mechanical equipment (chainsaws). Hand work shall be followed up with chipping. Winching and/or dragging will be prioritized in areas where topography precludes effective use of the tracked chipper. Any riparian or environmentally sensitive areas may require lopping. Sensitive environmental and ecological resources including pre-historic and historic cultural sites, habitats of special status wildlife and plant species, and riparian zones shall be avoided or appropriate mitigation measures to minimize adverse impacts shall be implemented.

**PROJECT AREAS**

The GTCC has identified the treatment unit encompassing 13 acres that would meet project objectives. See Exhibit B: Project Area Map.

**TREATMENT PRESCRIPTION**

CONTRACTOR equipment may include the use of mechanical and hand tools as described below. The CONTRACTOR shall furnish fuel and all supplies for equipment maintenance. Equipment shall be cleaned before entering the Project area to prevent spread of noxious weeds and pathogens. Equipment should be free of leaks, in good operating condition, and have spark arresting equipment or a supercharger.

NOTE: Treatments may be modified by the Project Manager to reflect on-the-ground conditions.

**Hand Cutting**

* Brush and other understory fuels less than 6 inches DBH are eligible for removal.
* Brush and trees less than 6 inches in DBH located within the dripline of an overstory tree shall be removed.
* Brush and trees more than 6 inches in DBH shall generally be retained, unless otherwise specified on a case-by-case basis by the Project Manager.
* A thin-from-below tactic will be employed, meaning that smaller trees will be removed and larger, more vigorous trees shall be retained. The ideal spacing between residual trees is 20 feet between trunks or 8-15 feet between tree crown driplines, with the exception of Aspen stands.
* No more than 50% of the total overstory canopy cover shall be removed during fuel break construction.
* After ensuring appropriate spacing, native trees and brush outside the dripline of overstory trees may be retained in areas where there are not adequate overstory trees to meet spacing requirements.
* Where native brush is retained, residual diversity of species should reflect pre-project species diversity.
* All dead understory trees/brush shall be removed.

**Pruning**

* Residual trees shall be pruned to a height of 8-10’.
* No more than 50% of the live crown of each tree shall be removed.
* Residual brush shall not be pruned, with the exception of large dead branches, as ample spacing should be left around residual brush to disrupt fuel continuity.
* If tree limbs are touching the ground but emerge from the bole above a height of 10 feet, these limbs shall be removed or trimmed so that they are at least 8 feet from the ground.
* Limbs shall be cut to minimize the surface area of the resulting limb scar to allow for faster healing.
* Limbs shall be cut 1-2 inches from the branch collar to allow for faster healing.

**Chipping/Removal of vegetation**

* Some cut material will be chipped and removed from the area to designated community deposit site (burn pile).
* Material that is not appropriate for chipping will be cut to size and removed to designated community deposit site (burn pile). Additionally, when chipped pile is judged to be at maximum safe size, chipping will cease and all vegetation will be cut to size and deposited on burn pile.
* If the amount of vegetation exceeds the capacity of the burn pile(s), as determined by project managers, remaining vegetation will be removed from the mountain by Contractor, to be disposed of according to Contractor’s preference (see exhibit A).
* No material shall be piled within watercourse protection zones
* If there is an area where material cannot be chipped due to topographic variables, safety, environmental barriers, etc., CONTRACTOR shall alert the Project Manager and the material will be considered for winching instead. See "Winching" below.
* Chips shall not be broadcast onto roads, trails, or into the water or dry channel of any streams. Hauling of cut material out of stream zones to be chipped is required
* Existing dead and downed woody material that exceeds a height of 18 inches from the ground shall also be chipped/removed. If dead/downed material is too large for the chipper, branches should be lopped off so as not to exceed a depth of 18 inches.

**Winching**

* Winching and dragging of material may be required in topography that precludes the use of the tracked chipper
* Will be winched/pulled downhill unless there is no alternative to pulling uphill. CONTRACTOR should account for pulling and winching in per acre pricing. Refer to map for an estimated acreage of pulling/winching.
* If winching is used, a rehab standard for winch tracks should be used to rake out scars.

**Invasive Species**

Target Dyers Woad, Houndstongue, Canada/musk/scotch thistles, and Medusahead for removal

**General Instructions**

* Trees and brush shall be cut as close to the ground as possible. Residual brush stumps shall not be taller than 4 inches. Residual tree stumps should be as low as possible, but not taller than 6 inches.
* All cut vegetation shall be kept within the project boundaries. Vegetation falling into ditches, streams, roads, road banks, adjacent properties, or trails shall be immediately removed.
* Follow the following guidelines when choosing which species to retain and which to remove:
	+ Aspen retained over anything, could intermix with several forest types including narrowleaf cottonwood, conifers, hardwood shrub species.
	+ Canyon maple retained over Gamble Oak.
	+ White fir retained over sub-alpine fir
	+ Doug fir retained over any other conifer.
	+ All sage retained.

**Identification of Protected Species or Other Critical Resources**

There are no known protected species within the project area. Protections for cultural resources present within the project area shall be reviewed with the CONTRACTOR prior to the start of work. With all environmentally sensitive areas, including riparian areas, identification and avoidance during project implementation is important. Should any additional sensitive resources be found during project implementation, work in the affected area shall cease and the Project Manager shall be notified immediately.

CONTRACTOR shall comply with all applicable federal, state and local laws, regulations and policies governing the funds and scope under this agreement.

**Inspections**

Representatives from the GTCC Fire Safety Committee and Summit County Public Lands will conduct inspections to ensure that the services are acceptable. Inspections do not relieve the CONTRACTOR of the responsibility for maintaining quality control. Compliance inspections will be made on a sporadic basis. Final inspections for payment will be made on completed items only. CONTRACTOR is encouraged to break the job into measurable units.

**Best Management Practices (Standard Operating Procedures)**

Exposure to Smoke, Dust and Fumes:

* Contractor will make every effort to minimize visible dust outside of project boundaries.

Noise:

* To mitigate noise impacts to neighbors, equipment operating within 200 feet of a residence may only operate between the hours of 8:00 a.m. and 6:00 p.m.
* If necessary, equipment operations around occupied wildlife habitats such as nest sites shall be subject to restrictions on timing and location.

Transportation and Traffic:

Where project activities are expected to take place on or near GTCC roads and trails, warning signs shall be posted in work areas to alert oncoming traffic and recreational users to the safety hazards associated with the operation. Signs shall be provided by CONTRACTOR. Detour routes and signage shall be coordinated in advance between the CONTRACTOR and the Project Manager, so that residents of the GTCC can be advised.

Fire Policy:

CONTRACTOR shall follow all stipulations provided by North Summit County Fire District, Summit County Public Lands, and the GTCC Fire Safety Committee. At a minimum, contractor will carry fire suppression equipment including hand tools, 10lbs ABC extinguisher, and a 5 gallon backpack style water pump.

GENERAL CONDITIONS

The CONTRACTOR agrees that they will provide the materials and/or perform the work herein under the terms and conditions set forth in the awarded contract and/or purchase order; and shall furnish and be responsible for all the labor, materials, tools, equipment, transportation, insurance, notifications, licenses, permits, and all other services and facilities necessary, including all incidental work and appurtenances as may be reasonably implied and as described in the specifications and other Contract documents. All costs incidental to these requirements will not be paid for separately but shall be included in the work, including testing, if needed. CONTRACTOR shall be responsible to pay all costs for permits, licenses, fees and insurance which may be required to perform the work required.

CONTRACTOR shall provide proof of insurance coverage at $1 million occurrence, $2 million aggregate.

All cut vegetation shall be kept within the project boundaries. Vegetation falling into ditches, streams, roads, road banks, adjacent properties, or trails shall be immediately removed. The GTCC Fire Committee requests CONTRACTOR provide costs for an optional task that includes hauling all cut vegetation offsite and disposing of properly. This task is merely optional and may be omitted dependent on costs.

CONTRACTOR is responsible for ensuring protection of residual trees, structures, property improvements, fences, power lines/other utilities, and recreational areas including but not limited to: roads, trails, and signage. Chips or debris must not be propelled onto the neighboring lands. No woody material is to be left on or piled up outside designated areas agreed upon between CONTRACTOR and GTCC Project Manager.

Roads, trails, and other improvements, including but not limited to gates, fences, culverts and/or drainage structures, or signs damaged by CONTRACTOR shall be repaired to a like or better condition as that found prior to the start of work if damaged. Repairs may include repairing or replacing drainage control features. Significant damage to existing roads, trails or other improvements, caused by CONTRACTOR, must be repaired by CONTRACTOR at CONTRACTOR’s expense within ten (10) working days of notification by the GTCC.

Soil disturbance shall be as minimal as possible. Operations shall cease before causing damage that will result in soil erosion or compaction.

The work site should be left in a safe manner at the end of every workday, and the CONTRACTOR will take all reasonable precautions to avoid injury to the public.

Before daily acceptance, all areas occupied by the CONTRACTOR in connection with the work shall be cleaned of all CONTRACTOR’s garbage, excess materials, temporary structures, and equipment, and all parts of the work area shall be left in a neat and presentable condition.

CONTRACTOR shall not be absent from the project for more than two weeks without the express permission of the GTCC. If an absence is anticipated, CONTRACTOR shall notify GTCC at least one week in advance of the anticipated absence. Weather restrictions are an exception to this requirement.

Coordinate all work as necessary to complete the project, avoid damages to utilities and maintain utility service with each affected utility company.

**EXHIBIT A**

Schedule of Items/Cost Proposal Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ITEM NO. | DESCRIPTION(Vegetation Treatment Prescription) | UNIT (ACRES +/-) | PRICE($/hr and$/acre - referto pg 4) | TOTAL ESTIMATED PRICE |
|  | Cutting, chipping, lop/scatter, and pulling of material as described in Scope of Work | 13 acres. | Please include description of number of personnel and use of equipment in quote. If applicable, please provide multiple quotes describing different combinations of man-hours and equipment use. |  |
|  | OPTIONAL task of hauling all cut vegetation offsite | XX | To be determined by project manager and contractor. Some vegetation (perhaps all) can be deposited at community burn pile. Please provide bid with and without the additional expense of removal of vegetation. |  |
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**EXHIBIT B**

Map of Project Area