



Napa County Flood Control and Water Conservation District

**RICHARD M. THOMASSER, PG
DISTRICT MANAGER**

March 3rd, 2021

REQUEST FOR PROPOSALS FOR ON-CALL

GENERAL MAINTENANCE SERVICES

DESCRIPTION OF SERVICES REQUESTED:

The Napa County Flood Control and Water Conservation District (District) is inviting qualified Contractors to submit proposals for one or more of the landscaping and other maintenance services to be conducted throughout Napa County. The District regularly conducts maintenance activities such as weed abatement, trash and debris removal, plant and irrigation system installation, tree removal or modification and maintenance of flood control and stream restoration sites throughout Napa County. Additionally the District also coordinates the implementation of erosion control measures using standard and bio-technical best management practices (BMP's) and monitoring and reporting of conditions at these sites. Typically these services are conducted within a river or wetland setting.

The District intends to conduct work, pursuant to proposals received through this request, via a contractual Agreement that includes provisions for both "time and materials" and specific "Project" billing. The District will determine prior to services being rendered if requested services will be conducted on a "time and materials" basis or request that the Contractor provide a lump sum cost quote for the "Project" that would include a defined scope of work and schedule for services needed to complete the "Project." All services under the Agreement will be subject to a maximum, not-to-exceed total compensation on an annual basis. The Agreement will allow for renewal for an additional year (up to a maximum of 5 years), under the same terms and conditions and an annual rate schedule adjustment based on the current Bay Area Construction Cost Index.

In order to be considered, a Contractor's response to this RFP must be complete and submitted no later than **April 8th, 2021 by 5:00 p.m.**

REQUESTED SERVICES

The landscaping and other maintenance services requested include the following, but are not limited to:

- Providing various arboricultural services including tree trimming, removal of standing hazard trees and the safe removal and/or modification of downed trees, in stream channels throughout Napa River watershed.
- Management, treatment and removal of non-native invasive vegetation utilizing mechanical or chemical control methods.
- Chipping of woody vegetation and disposal of material at designated disposal facilities.
- Utilizing handheld or heavy mechanized equipment to mow vegetation at various sites such as levees, flat vacant lots, access roads, and restoration planting sites.
- Removal and disposal of trash from abandoned homeless encampments or other sites as part of regular maintenance.
- Planting and maintenance of native trees, shrubs, and associated irrigation systems.
- Irrigation of remote sites that require trucking water to site.
- Providing on call emergency support to District staff for potential tree and/or woody debris removal from stream channels and/or District facilities during or after high stream flow or flood events.
- Excavation and off haul of stream channel sediment utilizing heavy equipment in accordance with general sediment removal practices.
- Fabrication and installation of bio-technical stream bank stabilization structures including, but not limited to, brush mattresses, willow walls, vegetated soil lifts (VSL), brush layering and live cutting as well as log weirs and root wad structures.
- Application of erosion control measures such as installation of erosion control fabric, straw wattles, use of drill seeders, and application of hydro-mulch and straw blowers.
- Fence installation and repair.
- Monitoring and documentation of work sites including photo documentation of pre- and post- project conditions, recording GPS data and submittal of detailed work logs.
- Biological surveys such as nesting bird surveys.
- Plant survival monitoring and reporting at revegetation and restoration sites.
- Additional general landscape maintenance services not specifically described above but that could be required and are within the scope of the District's Stream Maintenance

Manual, the Napa River Flood Protection Project's Operation and Maintenance Manual, and/or other District Projects.

Note:

All Time and Materials work will be conducted only as specifically directed by District Staff. Invoicing shall describe the specific work conducted including location, dates, quantities of materials/equipment used, personnel hours and billing rates in accordance with the Agreement. Work conducted under "Project" quotes will reference the written scope of work and agreed upon price.

REQUIRED INFORMATION FOR ALL PROPOSALS:

- List of all requested services outlined above that your company can provide,
- Labor rates for services including hourly rates for various classes of employees (foreman, laborer, etc.) and crew types (1, 2, 3 person, etc.) with including hand equipment (note labor/travel to and from Napa County is a non-allowable cost),
- Small and large heavy equipment rates based on daily use including operator and mobilization,
- General materials and expenses fees and any associated mark up.

Rates and services proposed for consideration should be represented in a "menu" format that permits identification of the labor rates, and equipment rates as well as any subcomponents or details.

PREFERRED QUALIFICATIONS (Include if applicable to your organization):

- Demonstrated experience installing and maintaining plants in a riparian, wetland or other setting with a minimum of three representative project sites,
- Management and removal of non-native/invasive plant species including mechanical removal and/or application of herbicide,
- Documentation of a current California Pesticide Applicator License and availability of a Pest Control Advisor (PCA) if proposing to conduct herbicide application,
- Past projects or work conducted in Napa County.

EVALUATION CRITERIA OF RESPONSES TO RFP:

Once proposals are received, they will be evaluated based on the following criteria:

The Contractor's demonstrated experience and completeness of the information requested and provided.

Expertise, qualifications, licenses, certifications, and directly related experience of staff and managers assigned to potential work.

The District will review and rank the submitted proposals based on the criteria provided above and may select up to seven (7) Contractors to enter into an Agreement with to provide requested services.

SUBMITTAL REQUIREMENTS

One (1) hard copy or (1) electronic reproducible copy (MS Word or PDF) of the proposal must be received by the District **no later than 5:00 p.m. on April 8th, 2021. Late submittals will not be accepted.** All documents submitted become the property of the District. Information considered proprietary shall be identified as such when submitted. The electronic copy can be sent via email to jeremy.sarrow@countyofnapa.org prior to the deadline above and the hard copy may be submitted by mail or in person to the address shown below:

Napa County Flood Control and Water Conservation District
Attn: Jeremy Sarrow
804 First Street
Napa, California 94559

Upon receipt of proposals, each Contractor shall be presumed to be thoroughly familiar with all requirements of this RFP. The failure or omission to examine any form, instrument or document shall in no way relieve Contractors from any obligation in respect to this RFP.

A Statement of Qualifications may be including at the Contractors discretion, which provides additional information that would reflect on your Firm's ability to provide the services described in this RFP.

Please provide certificates of insurance for general liability, professional liability and comprehensive auto liability.

Acceptance of any proposals submitted pursuant to this RFP shall not constitute any implied intent to enter into a contract for services. The District reserves the right to reject any and all proposals and/or modify the proposal in consultation with the Contractor. Furthermore, the District shall not compensate for any work done pertaining to the preparation of a proposal, preparation for and attendance of an interview, and/or contract preparation work made in response to this solicitation.

Questions regarding this RFP should be sent via email to:
Napa County Flood Control and Water Conservation District
Attn: Jeremy Sarrow, jeremy.sarrow@countyofnapa.org
P: (707) 259-8600