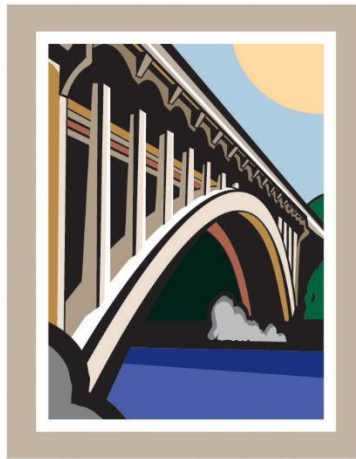


CITY OF FOLSOM PARKS & RECREATION  
DEPARTMENT

REQUEST FOR PROPOSAL (RFP) FOR SHADED  
FUEL BREAK CREATION AND LADDER FUEL  
REMOVAL



CITY OF  
**FOLSOM**  
PARKS & RECREATION  
DEPARTMENT

Proposal Deadline:

May 19, 2023  
At 4:00 PM

Zachary Perras  
Municipal Landscape Services Manager  
City of Folsom  
50 Natoma St. Folsom, CA 95630  
916-461-6675

# REQUEST FOR PROPOSAL (RFP) FOR SHADED FUEL BREAK CREATION AND LADDER FUEL REMOVAL FOR THE CITY OF FOLSOM PARKS & RECREATION DEPARTMENT

## Contents:

1. Request for Proposal
2. RFP Exhibit A. – Project Locations / Site Information
3. RFP Exhibit B. Protected Species List
4. RFP Exhibit C. Sample Professional Services Agreement.

Release Date:	May 2, 2023
Questions Due Date:	May 10, 2023
Closing Date:	May 19, 2023
City Council Award Date:	June 13, 2023
Contract Start Date:	July 1, 2023

## **1.1 PURPOSE:**

This request for proposal is intended to provide interested contractors with adequate information to prepare and submit proposals for consideration with the City of Folsom.

The City of Folsom Parks and Recreation Department is seeking proposals for professional brush clearing and tree trimming services to address ladder fuels and create shaded fuel breaks within our open spaces. At the City's discretion, and based on available funding, this agreement may be extended annually for up to an additional two years.

Requested services include all labor, materials, parts, and equipment necessary to provide brush clearing and tree trimming services in the areas identified in exhibit A.

The goal of this work is to mitigate hazards in the open space areas by reducing the fuel load and creating appropriate spacing between trees, shrubs, annual grasses, and structures to reduce the possibility of a ground fire entering the tree crowns where it is harder to extinguish and control. This work pursuant to Folsom Municipal Code Chapter 8.37 (Abatement of weeds, refuse, and abandoned materials) thus preventing soil erosion and run-off of burned areas, damage to property, and threats to public safety.

## **1.2 BACKGROUND:**

The City of Folsom is located in Sacramento County at the base of the Sierra Foothills along the Highway 50 Corridor abutting El Dorado, and Placer Counties. Folsom currently has a population of approximately 86,300 covering roughly 30 square miles. The City has been completing annual weed abatement in the most of the work areas since the 1980s. This annual weed abatement has historically been completed through manual weed abatement with hand crews utilizing line trimmers. Over the past five years we have begun to incorporate grazing livestock (i.e. sheep and goats) to accomplish this task. For the most part open space fuel reduction has been limited to the abatement of annual weeds, with little done to control the growth and crowding of trees and shrubs in the identified fuel break zones. In total we are looking to complete 302 acres of shaded fuel breaks across 53 sites. Site locations and quantities are shown and described in exhibit A.

### 1.3 SCOPE OF SERVICES:

- A. The contractor shall furnish all labor, materials, parts, and equipment necessary to provide brush clearing and tree trimming services within the designated project areas. The City reserves the right to contract for selected services relating to this proposal from any contractor, in part or in whole. The City may choose to select multiple contractors to provide all necessary services.
- B. Additional locations may be added in subsequent contract years on an as needed basis and the selected contractor will have an opportunity to furnish rates for new proposed areas at that time.
- C. The Scope of services may or may not include subcontractors services. In the event that subcontractors are desired to be utilized primary will need to identify the areas they will be working and get the written approval from the Municipal Landscape Services Manager or his designee prior to start of work.
- D. The exact scope of work and required completion date will vary slightly from site to site. Our general approach is starting with sites that have the highest potential for fire or highest hazard rating and working our way down to sites with lower ratings. Sites are listed in priority order in exhibit A. Each site varies in size and complexity and some sites that have access issues due to dense vegetation will be grazed before the contractor begins brush clearing work. This will help to lessen the fuel load and make the site more accessible. Sites that will be grazed before the contractor starts are highlighted and labeled on the spreadsheet in exhibit A.
- E. Locations of services to be performed is limited to the sites designated in the agreement. At the discretion of the Municipal Landscape Services Manager or his designee additional areas may be added to the service area at an additional cost to the City at the per acre cost provided in your response to this request.
- F. This agreement will commence on the start date July 1, 2023 and will be worked continuously until all sites have been completed or all funding for that portion of work has been expended.

## 1.4 CONTRACTOR REQUIREMENTS:

- A. The Contractor shall provide all crews and equipment necessary to complete brush clearing and tree trimming at designated open space sites in Folsom.
- B. Contractor shall have a ISA certified arborist on site at all times during the course of tree trimming activities.
- C. The Contractor shall be responsible for any damage that occurs to property, public or private, that is a result of Contractor negligence and/or is damaged through the normal course of work. In the event that damage has occurred, the Contractor is to notify the City and property owner immediately and develop a plan to bring the site back to its initial condition. Should the City discover a location that has not been left in its initial condition, and the City has not been notified by the Contractor, the Contractor will be notified in writing to bring the site back into compliance.
- D. All assigned employees must be qualified, trained, and capable of sufficient verbal and written communication skills for assigned work including effectively communicating with the Municipal Landscape Services Manager, his designee, and residents.
- E. The Contractor shall place signs, cones, and/or barricades to be placed around fixed and/or moving work sites, in order to notify the public that work crews are performing services in the area. The Contractor agrees to instruct regular and fill-in employees to use their best efforts to ensure that all work crews place signs, cones, and/or barricades around fixed and/or moving work sites and maintain the same throughout the duration of each work assignment.

## SITE SPECIFIC REQUIREMENTS:

### Applies to all Zones:

- Protected plant and animal species, such as elderberry and other sensitive species, shall not be removed or treated, or otherwise adversely affected, within any of the work zones. List of threatened and endangered species that may be located in the work areas are listed in Exhibit B.
- All work within close proximity to waterways and creeks shall be completed to a point 10 ft outside of the high-water mark. The area between 10 ft from the high-water mark on both sides of the creek or waterway will be left undisturbed.

- Fine fuels such as annual grasses will be addressed by a separate contractor as part of our annual weed abatement program. (Fine fuels are those that can be reasonably addressed with line trimmers)
- All fuel reduction work shall be performed using every reasonable measure to minimize erosion, ground disturbing activities and soil damage.
- Approved fire suppression equipment is required on-site at all times during the fuel reduction activities being performed in all zones.
- The cutting of vegetation materials shall be done with Federal and/or State approved spark arrestors.
- Heavy equipment is not permitted as part of this work. (e.g. tractors, backhoes, masticators, etc.)
- Non-native and invasive vegetation such as tree of heaven and palms shall be removed within all work zones.
- No stump grinding will take place within the work areas. All removals will be flush cut as close to the ground as practical.
- Where removal of limbs on live trees is necessary, all pruning shall be performed in accordance with the Best Management Practices set forth by International Society of Arboriculture (ISA) and conform to the most recent version of ANSI A300 Standards for Tree Care.

Zone 1 (area starting at resident property line/fence line out 30 feet) (all areas within 10 ft of trails and roadways)

- Remove all shrubs and brush greater than 1 ft in height in this zone.
- Prune all trees to 8-10 ft above ground level (for trees where 10 ft would remove more than 25% of the canopy, 8 ft shall be used)
- Prune all open space trees that hang within 10 ft of residential structures to ensure a minimum of 10 ft of clearance between trees and structures.
- Remove all dead trees and associated debris.
- Remove all understory trees except for those that are reasonably spaced (min 10 ft) which will serve as the new canopy as existing large trees reach their end of life. Oak trees will be the priority for retention over other tree types in the areas.
- All debris will be removed from this zone including chipped material, the city will provide a site to dump chipped materials from zone 1 areas within the City.
- Burning and/or herbicide use is not permitted within this zone.

Zone 2 (from 30 ft from property/fence line out to 100 ft) where specified in “width of defensible space” column in Exhibit A.

-Prune all trees to 8 ft above ground level

-Remove dead brush and shrubs

-Remove all dead trees which in case of a fall are capable of reaching resident properties, roads, or trails. Trees larger than 18 inches dbh and less than 30 ft in height which are not capable of reaching resident properties, roads, or trails may remain as habitat. These standing dead trees shall not be located within 100 ft of another standing dead tree, in this situation the larger of the two shall remain and the smaller shall be removed.

-Remove all trimming debris less than 18 inches in diameter from this area. Broadcasting chips is allowable in this area but shall not be spread in close proximity to creeks or waterways. Maximum depth of broadcast chips shall not exceed 2 inches. Trimming debris greater than 18 inches can be left on site as habitat. Habitat qualified trunks and limbs shall be left in contact with the ground and positioned in a way that does not create a risk of rolling and becoming a hazard to persons or property. (e.g. not left on steep slope where potential to roll exists)

-Burning and/or herbicide use is not permitted in this zone, except where approved by the City for the individual site.

Zone 3 (all area outside of 100 ft) where specified in “width of defensible space” column in Exhibit A.

-Prune all trees to 6 ft above ground level.

-Remove dead brush and shrubs

-Remove all trimming debris less than 18 inches in diameter from this area. Broadcasting chips is allowable in this area but shall not be spread in close proximity to creeks or waterways. Maximum depth of broadcast chips shall not exceed 2 inches. Trimming debris greater than 18 inches can be left on site as habitat. Habitat qualified trunks and limbs shall be left in contact with the ground and positioned in a way that does not create a risk of rolling and becoming a hazard to persons or property. (e.g. not left on steep slope where potential to roll exists)

-Burning and/or herbicide use is not permitted in this zone, except where approved by the City for the individual site.

## 1.5 CITY'S ROLE:

- A. The City shall furnish access to subject open space sites to assist in carrying out each specific project assignment. The City shall cooperate in every way possible in the execution of the work without undue delay. If any areas within the site boundary are to be omitted or protected the Municipal Landscape Services Manager or his designee shall determine those locations and will communicate to the Contractor in advance of commencement of work at that particular site. The Contractor will be required to notify the City of any deficiencies that are discovered.

## 1.6 GENERAL REQUIREMENTS:

- A. The selected contractor will be required to work closely with the designated Project Manager for the City of Folsom. They shall identify an individual who will serve as the key contact person and to specify other staff who will perform various tasks. Any substitutions of staff during the course of the contract must be agreed upon by the Municipal Landscape Services Manager or his designee in writing, in advance of such substitution.
- B. Required information to be included in response to this RFP:
  - 1. Cover sheet: signed by an individual authorized to make commitments on behalf of the contractor.
  - 2. Statement of Project Understanding: Describe an understanding of the process and steps to occur to complete the requirements of the project after the contract is awarded.
  - 3. Tree Pruning and Brush Clearing Methods: Prepare a written plan and schedule to complete the requirements of the project.
    - a. Logistics: Describe equipment and crew size for tree pruning and brush clearing operations. How would your company propose to work multiple sites simultaneously? Additionally, describe how your company would protect sensitive and or protected plants.
    - b. Schedule: Describe the proposed timing required for completing the work on a per acre basis.
  - 4. Relevant Experience: Include a background and qualifications of the contractor/team, range of similar services provided, and references. The City is especially interested in work done for clients in the Northern California region.



5. Staffing: Please list names of all staff that will be working on City property and their role in the project.

6. Estimated Fee for Services: Include an estimate of all fees and costs, including the per acre cost.

C. The successful contractor shall be required to sign the Consultant Service Agreement shown in Exhibit C of this RFP.

## 1.7 INSTRUCTIONS FOR SUBMITTING PROPOSALS:

Three (3) copies of the requested information should be delivered to the following address not later than 4:00 PM on Friday, May 19th, 2023:

City of Folsom, City Clerks Office  
Attn: Zachary Perras, Municipal Landscape Services Manager  
50 Natoma Street  
Folsom, Ca 95630

All requests for clarification must be received no later than May 10th, 2023 at 5:00 PM and must be sent via email to the contact provided below or by mail to the address cited above. Requests for clarification submitted after this date will not be facilitated. Responses to requests for clarification will be posted and distributed as an addendum to this RFP and will be posted on the City website, CIPlist.com, and any other venue used by the City for posting this RFP. Requests for clarification should be sent to:

Zachary Perras, Municipal Landscape Services Manager

Email: [zperras@folsom.ca.us](mailto:zperras@folsom.ca.us)

Phone: 916-461-6675

Contractor must submit a signed copy of the addendum (if any) with their response as acknowledgement of receiving the additional information.

The City shall consider each proposal subject to the public disclosure requirements of the California Public Records Act (California Government Code section 6250, et seq.), unless City identifies and exercises a right or obligation to exempt any record from public disclosure.

If a contractor believes that any portion of its proposal is subject to a legal exception to public disclosure, they must clearly mark the relevant portions of their proposal as “Confidential” and identify the legal basis for exemption from disclosure under the Public Record Act. The City Attorney’s office will determine if the information is in fact confidential, based on state and federal law. Note that under California law, a price proposal to a public agency is not a trade secret. Contractor shall defend, indemnify, and hold harmless the City regarding any claim by any third party for the public disclosure of the “Confidential” portion of the proposal.

## 1.8 PROPOSAL SELECTION PROCESS AND CRITERIA:

The various significant factors that will be considered in the evaluation of proposals are summarized below. The City’s final selection will not be dictated on any single factor, including price. The relative importance of these factors involves judgment on the part of the City’s selection committee and will include both objective and subjective analysis. A contractor may be eliminated from consideration for failure to comply with any of the requirements, depending upon the critical nature of such requirements. Proposals will be evaluated using the following criteria:

Relevant Experience and Staff	25 Points
Project Understanding	20 Points
Price	25 Points
Ability to Complete Work in the Allotted Time Frame	30 Points
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Total Possible Points	100 Points

Relevant Experience and Staff: Responsive proposals will include staff qualifications and relevant experience with previous private and municipal tree pruning and brush clearing projects in the Northern California region.

Project Understanding: Responsive proposals will demonstrate an understanding of job/site specific issues unique to the Folsom area. They will also demonstrate that, while the primary purpose of pruning and clearing is for fuel load reduction, the contractor is aware of the regulatory obligations associated with work of this type in environmentally sensitive areas.

Ability to Complete Work in the Allotted Time Frame: Responsive proposals will describe the general plan to provide tree pruning and brush clearing services including: the number of staff to be used, and the amount of time to complete an acre of work.

Responsiveness of Proposals. All proposals must be in writing and fully responsive to this RFP. Non-responsive proposals or proposals found to be irregular or not in conformance with the requirements and instructions contained herein will not be considered or evaluated. Other conditions which may lead to the selection committee's decision not to evaluate a proposal include obvious lack of experience, expertise, or adequate resources to perform the required work, and/or failure to perform or meet financial obligations on previous contracts. The City reserves the right to reject any and all proposals for any reason whatsoever.

Final Selection. Following the initial review and screening of all proposals, two or more contractors may be invited to participate in the final selection process, which may include participation in an oral interview. The City requests that contractors make themselves available if asked to participate in an interview.

## 1.9 PROPOSAL SUBMITTAL:

A. Please submit three (3) hard copies of your Proposal no later than 4:00 PM Friday, May 19, 2023 to:

City of Folsom – City Clerks Office

RFP FOR SHADED FUEL BREAK CREATION AND LADDER FUEL  
REMOVAL

ATTN: Zachary Perras, Municipal Landscape Services Manager

50 Natoma Street

Folsom, CA 95630

- B. All proposals shall be submitted in a sealed envelope or package, which is clearly marked with the title of the RFP. The Contractor's charge rates/schedule of costs and fees shall be included in the submission.
- C. Late Proposals will not be accepted.
- D. Faxed or e-mailed proposals will not be accepted.

- E. Proposals shall be signed by an employee or officer authorized to commit the Contractor to a contract with the City of Folsom.
- F. All proposals shall remain firm for ninety (90) days following the closing date for the receipt of the proposals.
- G. Costs for developing proposals are entirely the responsibility of the Contractor and shall not be chargeable in any way to the City. All materials submitted become the property of the City and may be returned only at the City's option.

## EXHIBIT A

### PROJECT LOCATIONS / SITE INFORMATION

The project locations for this work each have a specific “width of defensible space” which correlates to the map for that specific site and the “acres of fuel ladder to be completed” column.

## **EXHIBIT B**

### **PROTECTED SPECIES LIST**

## **EXHIBIT C**

### **SAMPLE PROFESSIONAL SERVICES AGREEMENT**