



Madera County Sheriff's Office of Emergency Services

Request for Qualifications (RFQ)

January 23, 2018

SPECIFICATIONS, TERMS, & CONDITIONS

For:

FY 2017-2018 and 2018-2019

Tree Mortality Operations Manager

RFQ PROPOSALS DUE:

February 6, 2018

Madera County Office of Emergency Services

ATTENTION: Susan Noel

2725 Falcon Drive

Madera, CA 93637





TREE MORTALITY OPERATIONS MANAGER RFQ

I. INTRODUCTION/PROGRAM OVERVIEW

Madera County, like much of California, has been experiencing severe drought conditions over the past several years. The lack of water has created a myriad of problems including insufficient groundwater for residents reliant upon private wells, a decrease in snow and water-related tourism, reduction in air quality, and increased fire danger. An increasingly pervasive issue is the millions of dying trees that threaten infrastructure and the way of life for many in our county.

For local trees, and conifers in particular, the difficult drought conditions are compounded by a flourishing population of bark beetles that have multiplied rapidly with warmer-than-normal winters and a virtually endless supply of trees that are too dry to produce the sap that is their normal defense. Current tree mortality is affecting 385,000 acres within Madera County. Of those that are already dead, approximately 134,000 trees are in “high hazard” zones where they present a direct falling or fire risk to County infrastructure including roadways, parks, and buildings.

Madera County’s Board of Supervisors was among the first in the State to recognize the risks to public health and safety of widespread tree mortality. The Board responded by declaring a local state of emergency on September 15, 2015 (Resolution 2015-101). The State acknowledged the devastation of tree mortality soon thereafter and Governor Brown declared a state of emergency on October 30, 2015.

The County has remained very involved in efforts to mitigate the impacts of tree mortality. One County Supervisor serves on the governor’s Tree Mortality Task Force; a local Tree Mortality Task Force consisting of agency partners and county departments has been formed and has met monthly for almost two years. County Road Department has taken significant action to fell and remove dead trees on County property and rights of way. As effective as these efforts have been, the growing number of dead trees on private property continues to escalate the risk to public infrastructure and public safety presented by trees that are outside of the County’s direct control (e.g. a 200-foot tree standing 50 feet outside of the public right of way).

The Board of Supervisors has directed staff to develop a plan to address the public safety risks and protect public infrastructure. The County has been working on its own to attempt to solve the problem. Sheriff’s Office of Emergency Services has been attempting to deal with the disaster but staff has been overwhelmed. Eradication of all dead trees would be a massive undertaking and is not currently feasible. In January 2018, staff recommended the County contract a tree mortality operations manager to strategically target the greatest risks, coordinate with partner agencies, leverage available resources and supervise the work.



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II. SCOPE OF WORK

The Tree Mortality Operations Manager (Manager) may be an individual or organization capable of performing the required duties. The Manager will perform management duties related to the mitigation of tree mortality hazards including the coordination of resources, collaboration with partner agencies, strategic identification and prioritization of tasks, recommendation of sub-contractors to perform work on behalf of the County, securing and maximizing available funding and ensuring completed work is done in accordance with established criteria, and public relations and education. Specifically, the Manager will be expected to perform the following tasks:

- Understand technical and often complex subject matter and incorporate information into a practical tree mortality hazard mitigation plan.
- Understand and ensure compliance with all applicable guidelines and regulations including the California Disaster Assistance Act (CDAA), California Environmental Quality Act (CEQA), and federal, state and local laws.
- Be aware of tree mortality mitigation efforts around the state and keep abreast of new developments that may inform the County's approach.
- Participate in the Madera County Tree Mortality Task Force.
- Develop collaborative relationships with partner agencies including Pacific Gas & Electric (PG&E), Cal Trans, Cal Fire, Madera Fire Safe Council, the U.S. Forest Service, County staff and other relevant agencies; and leverage those relationships to maximize cooperation and benefit to the County.
- Identify and recommend quality contractors to perform related work including, but not limited to, Registered Professional Foresters (RPFs), Certified Arborists and Licensed Timber Operators (LTOs).
- Work with an RPF or Certified Arborist, CAL FIRE and County Fire to identify and prioritize areas of highest risk within established High Hazard Zones and record and provide input to County GIS on work as it is completed.
- Obtain rights of entry for properties where work is to be completed in accordance with established CDAA guidelines.
- Authorize work for LTOs to ensure highest priority tasks completed first.
- Identify and leverage operational efficiencies to maximize total benefit.
- Secure funding reimbursements and soft matches for a minimum of 75% of operational expenses.
- Work with Sheriff's Office of Emergency Services to get spending authorization and report expenses.
- Identify records required for reimbursement and audit purposes and ensure proper retention.
- Supervise plan implementation and execution and provide regular reports to Sheriff's Office of Emergency Services.
- Provide a high degree of customer service and coordinate with partner agencies to develop and deliver public outreach and education.



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III. APPLICATION INSTRUCTIONS:

The contract awarded under this RFQ is dependent upon available grant and reimbursement opportunities with minimal funding provided by the County. Proficiency with the CDAA process and the ability to find matching funds within the County and its partner agencies may extend the duration and scope of the project.

The design of the RFQ response is at the discretion of the applicant, but must include the information listed below.

1. **COVER PAGE** – print, complete and sign the cover page found on the last page of this document (page 8).
2. **APPLICANT QUALIFICATIONS** – Three (3) pages are allowed, not including attachments. Please include the following information:
 - Experience managing public and/or disaster-related projects
 - Any anticipated sub-contractors required to successfully complete the scope of work
 - A minimum of three professional references
3. **FORMAT INSTRUCTIONS:**
 - Responses are to be straightforward, clear, concise and responsive to the information requested.
 - In order for proposals to be considered complete, respondents must provide all information requested in the Application Instructions.
 - Responses must be prepared in the format provided by the County with this RFQ: responses must be printed, one side only, on white 8 ½” by 11” paper. The response to each section of the RFQ Response Package must be limited to the number of pages specified. Space limitations will be strictly enforced.
 - Each respondent must submit one original proposal with an original signature on the COVER LETTER (page 8 of RFQ) and TWO (2) additional copies of the signed proposal. The original must be clearly marked “ORIGINAL.”
 - Responses are to be addressed as listed on the cover page of this RFQ.



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IV. SUBMITTERS' QUESTIONS

Questions regarding the RFQ must be submitted in writing. Questions will not be accepted by telephone, facsimile (Fax) or orally. The County reserves the right to decline a response to any question if, in the County's assessment, the information cannot be obtained and shared with all potential applicants in a timely manner. Answers to all questions will be posted on the Madera County website: www.madera-county.com

Responses will be received only at the address shown on the cover page of this RFQ. No telegraphic, e-mailed, or facsimile (fax) proposals will be considered. All proposals, whether delivered by an employee of the applicant, U.S. Postal Service, courier or package delivery service must be received and time stamped at the stated address on or before the time designated. A time stamp shall be considered the official timepiece for the purpose of establishing the actual receipt of proposals.

V. GENERAL CRITERIA FOR ACCEPTANCE OF PROPOSAL

Non-Discrimination and Confidentiality of Data Requirements:

The prospective contractor shall assure that there will be no discrimination in hiring or the delivery of services on the basis of race, color, religion, national origin, sex, age, marital status, disability, sexual orientation, or political affiliation. The contractor shall further assure the safeguarding of confidentiality of information in accordance with 45 CFR Part 164, Security and Privacy and, Section 10850 of the Welfare and Institutions Code.

VI. SELECTION PROCESS:

- A. The County reserves the right to award a contract to the vendor or individual that presents the proposal which, in the sole judgment of the County, best accomplished the desired results.
- B. The individual or vendor whose proposal is selected will be notified in writing of the selection.
- C. Negotiation: The County reserves the right to negotiate with any individual, agency or organization submitting an application. Items that may be negotiable include: scope of services, activities and budget.
- D. Responses Not Selected: Applicants whose proposals are not selected will be notified in writing of the decision.

VII. CONTRACT AWARD APPEAL PROCEDURES

The following procedure is provided in the event that an applicant wishes to protest the process or appeal the recommendation to award a contract for this project once the Notices of Award/Non-Award have been issued.

- **Any proposal protest must be submitted in writing to the Director of Emergency Services or his designee at the address listed on the cover page of this RFQ.**
- The protest must be submitted before 5:00 p.m. within five (5) business days following the date of the Notice of Award (**February 13, 2018**)



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- The protest must contain a complete statement of the basis for the protest.
- The protest must include the name, address, telephone number and e-mail address of the person representing the protesting party.
- The procedure and time limits are mandatory and are the applicant's sole and exclusive remedy in the event of a Protest.

1. Applicant's failure to comply with these procedures shall constitute a waiver of any right to further pursue the Protest, including filing a Government Code claim or legal proceedings.

Upon receipt of written protest/appeal the County will review and provide an opportunity to settle the protest/appeal by mutual agreement, will schedule a meeting to discuss or issue a written response to advise an appeal/protest decision within five (5) working days of the hearing date.

VIII. EVALUATION CRITERIA FOR PROPOSALS

The Director of Emergency Services, Chairman of the Board and the County Administrative Officer or their designees will evaluate the submitted responses to determine each Applicant's responsibility and responsiveness.

A responsible Applicant is one whose response substantially complies with all requirements of the RFQ. Response shall be ranked on a point scale of 100 and shall be evaluated according to the following criteria:

- A. Completeness of Response (RFQ) (pass/fail)
 - a. Cover page
 - b. Outline of experience managing public and/or disaster-related projects
 - c. List or detail of anticipated sub-contractors required to successfully complete the scope of work
 - d. Prior experience with partner agencies
 - e. Response of no more than three pages excluding attachments
 - f. A minimum of three professional references
- B. Anticipated Quality
 - a. Demonstrated ability to perform desired tasks
 - b. Quality of RFQ Response
 - c. Quality of References

IX. INTERVIEWS

Applicants may be subject to interviews for further clarification of responses.



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X. FINAL CONTRACT

The Director of Emergency Services or his designee will negotiate with the selected individual or organization regarding any changes to the scope of work, schedule, budget and terms and conditions of the Agreement prior to making a recommendation to the Board of Supervisors for approval. The Agreement will include standardized clauses based on County policies such as, but not limited to: independent contractor status, insurance requirements, hold harmless clauses, progress payments, and termination of contract.

XI. PROPOSED REVIEW ACTIVITIES AND TIMELINES

<u>Activity</u>	<u>Date</u>
Release of Request for Qualifications	January 23, 2018
Deadline for all Questions	February 2, 2018
Deadline for RFQ Responses to County	February 6, 2018
Applicant Interviews	February 7-8, 2018
Selection by the Board of Supervisors	February 13, 2018
Deadline for Appeals	February 20, 2018



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Tree Mortality Operations Manager

Each respondent must submit one original proposal with an original signature on the COVER LETTER and TWO (2) additional copies of the signed proposal. The original must be clearly marked "ORIGINAL."

This proposal is submitted for consideration of award for the Madera County Tree Mortality Operations Manager contracted position or function.

I accept the terms and conditions contained in the Request for Qualifications (RFQ) package. I certify that all statements in this proposal are true

Typed or Printed		Date:
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AUTHORIZED SIGNATORY			
Name		Specialty	
Company Name			
Signature		Date	
Address			
Phone		Fax	
E Mail Address			

As the Authorized Signatory, you will be named to receive payments. You will also retain primary financial and legal responsibility for contract.