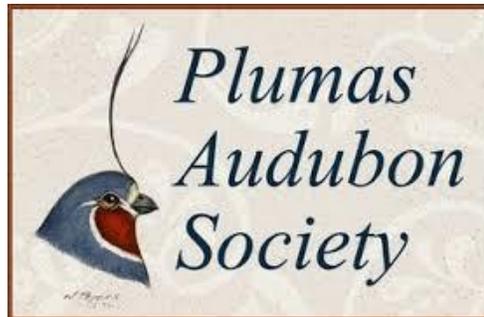


REQUEST FOR PROPOSALS

Quincy Watershed Improvement Project Technical Support



RFP-18-1081

Plumas Audubon Society
March 2019

I INTRODUCTION

BACKGROUND SUMMARY

The Quincy Watershed Improvement Project (QWIP) will complete the necessary planning and environmental compliance to implement a Watershed Improvement Plan in the upper Feather River watershed, near Quincy, California. QWIP will create a 665-acre fire break near the southern border of Quincy, north of the footprint of the Minerva fire on Forest Service lands and on American Valley Community Services District property. Initial planning will require wildlife, archaeology, soils, hydrology, botany, and forestry surveys in addition to preparation of NEPA and CEQA documents.

Plumas Audubon Society (PAS), is seeking the professional consulting services to implement archaeology, soils, hydrology, botany, and forestry surveys.

PURPOSE OF THIS RFP

This RFP will select a team of consultants to provide technical support for:

- Professional archaeological surveys in compliance with Section 106 of the Natural Historic Preservation Act and the Region 5 Programmatic Agreement of the USDA Forest Service, Pacific Southwest, California State Historic Preservation Officer, Nevada State Historic Preservation Officer, and the Advisory Council on Historic Preservation.
- Complete botanical surveys for listed species.
- Complete soils and hydrological surveys.
- Registered Professional Forester will complete forestry surveys..
- Assistance with the development of the Quincy Watershed Improvement Project environmental compliance documents pertaining to the surveys completed by the consultant.

KEY ACTIVITIES AND DATES

Key activities including dates and times for this RFP are presented below. An addendum will be released if the dates change for the asterisked (*) activities.

ACTIVITIES	ACTION DATE
RFP release	March 11, 2019
Deadline to submit Proposal by 5:00 p.m.*	April 19, 2019
Notice of Selection	April 30, 2019
Cost Negotiations	April 30, 2019 to May 10, 2019
Contract Start Date	May 16, 2019
Contract End Date	October 1, 2019

AVAILABLE FUNDING

Funding for this contract will be subject to the budget submitted to the Sierra Nevada Conservancy (SNC) by Plumas Audubon Society. Available funds are detailed below.

<i>SURVEY TYPE</i>	<i>AMOUNT</i>
Archaeology	\$10,000
Soils and Hydrology	\$2,500
Botany	\$3,000
Regional Professional Forester	\$3,000

ELIGIBLE FIRMS

This is an open solicitation for public and private entities. Each agreement resulting from this solicitation includes terms and conditions that set forth the contractor’s rights and responsibilities.

All corporations, limited liability companies (LLCs), limited partnerships (LPs) and limited liability partnerships (LLPs) that conduct intrastate business in California are required to be registered and in good standing with the California Secretary of State prior to its project being recommended for approval at an Plumas Audubon Business Meeting. If not currently registered with the California Secretary of State, applicants are encouraged to contact the Secretary of State’s Office as soon as possible to avoid potential delays in beginning the proposed project(s) (should the application be successful). For more information, contact the Secretary of State’s Office via its website at www.sos.ca.gov. Sole proprietors using a fictitious business name must be registered with the appropriate county.

RETAINER CONTRACT

Any contract awarded as a result of this RFP will be a no-fee "retainer" contract. The selected contractor will be held on retainer and will be assigned work via work authorizations. Work authorizations will be assigned by expertise, or project workload. The Plumas Audubon makes no guarantee that any or all of the funds will be assigned in any given year.

QUESTIONS

During the RFP process, questions of clarification about this RFP must be directed to the Executive Director listed in the following section. Potential Firms shall carefully examine the qualifications and specifications of this RFP. All questions must be received by 5:00 pm on the date indicated in the Key Activities and Dates section.

Any verbal communication with an Plumas Audubon employee concerning this RFP is not binding and shall in no way alter a specification, term, or condition of the RFP. Therefore, all communication should be directed in writing to the Executive Director, listed below.

CONTACT INFORMATION

Lindsay Wood, Executive Director
Plumas Audubon Society
429 Main Street
Quincy, California 95971
lindsay@plumasaudubon.org

RESPONSES TO THIS RFP

Responses to this solicitation shall be in the form of a Statement of Qualifications (RESPONSE) according to the format described in this RFP. The RESPONSE shall detail the Firm's qualifications to perform the tasks outlined in the Scope of Work.

II. SCOPE OF WORK

ABOUT THIS SECTION

In this section, Plumas Audubon Society describes the tasks that the Contractor will be asked to perform. This section also describes the work assignment process, deliverables, and due dates.

WORK AUTHORIZATIONS

The Agreement that results from this solicitation shall be conducted as a “Work Authorization” Agreement. No work shall be undertaken unless authorized by Plumas Audubon Society through a specific written document called a “work authorization.”

The Contractor will prepare and issue the written work authorizations and shall set a maximum price, budget, and schedule for the work to be performed.

Quality control activities:

- In work authorization budgets, all quality control work must be specified by line item; and
- Review of subcontractor work shall be billed to the individual technical work authorizations.

NO WORK GUARANTEE

The Plumas Audubon Society does not guarantee any minimum or maximum amount of work to the prime Contractor or any Subcontractor under the Agreement.

WORKSHOPS & HEARINGS

All workshops and hearings are sponsored, organized, and facilitated by the Plumas Audubon. The Plumas Audubon is responsible for any costs associated with a workshop or hearing. Contractor will provide labor only.

Draft and Final Deliverables/Reports

The Contractor may be required to produce several iterations of draft deliverables in order to incorporate Plumas Audubon’s comments and edits. A deliverable is considered final when Plumas Audubon indicates in writing that the deliverable is considered final. Each final hard copy deliverable shall be delivered as one original, reproducible document.

Electronic File Format

The Contractor shall deliver an electronic copy (CD ROM or memory stick or email attachment) of the full text in a compatible version of Microsoft Word (.doc or .docx).

Purpose

The purpose of this agreement is to contract with a team of consultants for technical support to:

- Complete resource surveys in compliance with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA)

Primary Tasks

The major categories of work are divided into the following tasks:

TASK #	DESCRIPTION OF TASK
1	Archaeological survey
2	Soils and hydrology survey
3	Botanical survey
4	Forestry survey

Tasks 1 – 5

TASK 1 – ARCHAEOLOGICAL SURVEY

Each Work Authorization will reflect the maximum that can be spent for Agreement Management for each fiscal year. A maximum of 12% of the total Agreement budget will be allocated for this task. The Contractor will be required to perform contract management and administrative duties to manage the Agreement.

The Contractor's responsibilities under this task include, but are not limited to the following:

Task 1.1 Archaeological Survey

The Contractor shall:

- Fulfill the requirements of a NEPA level review the Phase I Intensive Archaeological Survey and Inventory for the Quincy Watershed Improvement Project (QWIP). These services require sufficient archival research and an intensive pedestrian survey of the project area in full compliance with Section 106 of the National historic Preservation Act and with the Region 5 Programmatic Agreement (PA) of the U.S.D.A. Forest Service Pacific Southwest (Region 5), California State Historic Preservation Officer, Nevada State Historic preservation Officer, and the Advisory Council on Historic Preservation.

Plumas Audubon shall:

- Coordinate with the contractor to ensure best practices
- Coordinate with land managers and owners to ensure ease of access to the project area

Task 1.2 Program Meetings and Briefings

The Contractor and subcontractor shall:

- At the request of the Plumas Audubon, be available for meetings or to provide written or verbal program briefings to the Plumas Audubon's staff or others. The cost of meetings with local governments and public institutions will be included in each Work Authorization. The cost of meetings requested specifically by the Contractor shall be borne solely by the Contractor. The Plumas Audubon expects to hold no more than one (1) program briefing meeting per quarter.

Task 1.3 Invoices

The Contractor shall:

- Prepare invoices for all reimbursable expenses incurred performing work under this Agreement. Invoices shall be submitted with the same frequency as progress reports (task 1.4). Invoices must be submitted to the Plumas Audubon's Accounting Office.

Deliverables:

- Invoices submitted monthly

Task 1.4 Progress Reports

The goal of this task is to periodically verify that satisfactory and continued progress is made towards achieving the objectives of this Agreement.

The Contractor shall:

- Prepare progress reports that summarize all Agreement activities conducted by the Contractor for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Each progress report is due no later than 15 calendar days after the end of the reporting period.

Deliverables:

- Monthly Progress Reports

Task 1.5 Final Meeting

The goal of this task is to discuss closeout of this Agreement and review the project.

The Contractor shall:

- Meet with Plumas Audubon staff prior to the term end date of this Agreement. The meeting will be held in Quincy, CA, or via phone. This meeting will be attended by the Contractor and the Plumas Audubon Society staff. The Plumas Audubon Society will determine any additional appropriate meeting participants. The administrative and technical aspects of Agreement closeout will be discussed at the meeting.
- Present findings, conclusions, and recommended next steps (if any) for the Agreement.
- Prepare a written document of meeting agreements and unresolved activities.

- Prepare a schedule for completing the closeout activities for this Agreement, based on determinations made within the meeting.

Deliverables:

- Written documentation of meeting agreements
- Schedule for completing closeout activities
- Findings, conclusions, and recommendations

TASK 2 – SOILS AND HYDROLOGY SURVEYS

Each Work Authorization will reflect the maximum that can be spent for Agreement Management for each fiscal year. A maximum of 3% of the total Agreement budget will be allocated for this task. The Contractor will be required to perform contract management and administrative duties to manage the Agreement.

The Contractor's responsibilities under this task include, but are not limited to the following:

Task 2.1 Soils and Hydrology Survey

The Contractor shall:

- **Description:** The Contractor will conduct soil/hydrological surveys to U.S. Forest Service protocol in the project area. The surveys will cover all areas wherein soils/hydrological surveys are deemed necessary by the Plumas National Forest Mount Hough Ranger District Hydrologist to meet CEQA/NEPA compliance in the project area, near Quincy and Boyle Ravine as provided by Client. Consultant will also survey private lands in the project area to CEQA standards. The Consultant will provide the Client a report on the surveys and findings.
- **Plumas Audubon shall:**
- Coordinate with the contractor to ensure best practices
- Coordinate with land managers and owners to ensure ease of access to the project area

Task 2.2 Program Meetings and Briefings

The Contractor and subcontractor shall:

- At the request of the Plumas Audubon, be available for meetings or to provide written or verbal program briefings to the Plumas Audubon's staff or others. The cost of meetings with local governments and public institutions will be included in each Work Authorization. The cost of meetings requested specifically by the Contractor shall be borne solely by the Contractor. The Plumas Audubon expects to hold no more than one (1) program briefing meeting per quarter.

Task 2.3 Invoices

The Contractor shall:

- Prepare invoices for all reimbursable expenses incurred performing work under this Agreement. Invoices shall be submitted with the same frequency as progress reports . Invoices must be submitted to the Plumas Audubon's Accounting Office.

Deliverables:

- Invoices

Task 2.4 Progress Reports

The goal of this task is to periodically verify that satisfactory and continued progress is made towards achieving the objectives of this Agreement.

The Contractor shall:

- Prepare progress reports that summarize all Agreement activities conducted by the Contractor for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Each progress report is due no later than 15 calendar days after the end of the reporting period.

Deliverables:

- Monthly Progress Reports

Task 2.5 Final Meeting

The goal of this task is to discuss closeout of this Agreement and review the project.

The Contractor shall:

- Meet with Plumas Audubon staff prior to the term end date of this Agreement. The meeting will be held in Quincy, CA, or via phone. This meeting will be attended by the Contractor, and the Plumas Audubon Society Staff. The Plumas Audubon Society will determine any additional appropriate meeting participants. The administrative and technical aspects of Agreement closeout will be discussed at the meeting.
- Present findings, conclusions, and recommended next steps (if any) for the Agreement.
- Prepare a written document of meeting agreements and unresolved activities.
- Prepare a schedule for completing the closeout activities for this Agreement, based on determinations made within the meeting.

Deliverables:

- Written documentation of meeting agreements
- Schedule for completing closeout activities
- Findings, conclusions, and recommendations

TASK 3 – BOTANICAL SURVEYS

Each Work Authorization will reflect the maximum that can be spent for Agreement Management for each fiscal year. A maximum of 3% of the total Agreement budget will be allocated for this task. The Contractor will be required to perform contract management and administrative duties to manage the Agreement.

The Contractor's responsibilities under this task include, but are not limited to the following:

- The Contractor will conduct botanical surveys to U.S. Forest Service protocol in the project area. The surveys will cover all areas wherein botanical surveys are deemed necessary by the Plumas National Forest Mount Hough Ranger District Botanist to meet CEQA/NEPA compliance in the project area, near Quincy and Boyle Ravine as provided by Client. The Contractor will also survey private lands in the project area to CEQA standards. The Contractor will provide the Client a report on the surveys and findings.
- **Plumas Audubon shall:**
- Coordinate with the contractor to ensure best practices
- Coordinate with land managers and owners to ensure ease of access to the project area

Deliverables:

- An Updated Schedule of Deliverables (if applicable)

Task 3.2 Program Meetings and Briefings

The Contractor and subcontractor shall:

- At the request of the Plumas Audubon, be available for meetings or to provide written or verbal program briefings to the Plumas Audubon's staff or others. The cost of meetings with local governments and public institutions will be included in each Work Authorization. The cost of meetings requested specifically by the Contractor shall be borne solely by the Contractor. The Plumas Audubon expects to hold no more than one (1) program briefing meeting per quarter.

Task 3.3 Invoices

The Contractor shall:

- Prepare invoices for all reimbursable expenses incurred performing work under this Agreement. Invoices shall be submitted with the same frequency as progress reports. Invoices must be submitted to the Plumas Audubon's Accounting Office.

Deliverables:

- Invoices

Task 3.4 Progress Reports

The goal of this task is to periodically verify that satisfactory and continued progress is made towards achieving the objectives of this Agreement.

The Contractor shall:

- Prepare progress reports that summarize all Agreement activities conducted by the Contractor for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Each progress report is due no later than 15 calendar days after the end of the reporting period.

Deliverables:

- Monthly Progress Reports

Task 3.5 Final Meeting

The goal of this task is to discuss closeout of this Agreement and review the project.

The Contractor shall:

- Meet with Plumas Audubon staff prior to the term end date of this Agreement. The meeting will be held in Quincy, CA, or via phone. This meeting will be attended by the Contractor and the Plumas Audubon Society Staff. The Plumas Audubon Society will determine any additional appropriate meeting participants. The administrative and technical aspects of Agreement closeout will be discussed at the meeting.
- Present findings, conclusions, and recommended next steps (if any) for the Agreement.
- Prepare a written document of meeting agreements and unresolved activities.
- Prepare a schedule for completing the closeout activities for this Agreement, based on determinations made within the meeting.

Deliverables:

- Written documentation of meeting agreements
- Schedule for completing closeout activities
- Findings, conclusions, and recommendations

TASK 4 – FORESTRY SURVEYS

Each Work Authorization will reflect the maximum that can be spent for Agreement Management for each fiscal year. A maximum of 3% of the total Agreement budget will be allocated for this task. The Contractor will be required to perform contract management and administrative duties to manage the Agreement.

The Contractor's responsibilities under this task include, but are not limited to the following:

- The Contractor will conduct forestry surveys to U.S. Forest Service protocol in the project area. The surveys will cover all areas wherein botanical surveys are deemed necessary by the Plumas National Forest Mount Hough Ranger District Silviculturist to

meet CEQA/NEPA compliance in the project area, near Quincy and Boyle Ravine as provided by Client. The Contractor will also survey private lands in the project area to CEQA standards. The Contractor will provide the Client a report on the surveys and findings.

- **Plumas Audubon shall:**
- Coordinate with the contractor to ensure best practices
- Coordinate with land managers and owners to ensure ease of access to the project area

Task 4.2 Program Meetings and Briefings

The Contractor and subcontractor shall:

- At the request of the Plumas Audubon, be available for meetings or to provide written or verbal program briefings to the Plumas Audubon's staff or others. The cost of meetings with local governments and public institutions will be included in each Work Authorization. The cost of meetings requested specifically by the Contractor shall be borne solely by the Contractor. The Plumas Audubon expects to hold no more than one (1) program briefing meeting per quarter.

Task 4.3 Invoices

The Contractor shall:

- Prepare invoices for all reimbursable expenses incurred performing work under this Agreement. Invoices shall be submitted with the same frequency as progress reports (task 1.4). Invoices must be submitted to the Plumas Audubon's Accounting Office.

Deliverables:

- Invoices

Task 4.4 Progress Reports

The goal of this task is to periodically verify that satisfactory and continued progress is made towards achieving the objectives of this Agreement.

The Contractor shall:

- Prepare progress reports that summarize all Agreement activities conducted by the Contractor for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Each progress report is due no later than 15 calendar days after the end of the reporting period.

Deliverables:

- Monthly Progress Reports

Task 4.5 Final Meeting

The goal of this task is to discuss closeout of this Agreement and review the project.

The Contractor shall:

- Meet with Plumas Audubon staff prior to the term end date of this Agreement. The meeting will be held in Quincy, CA, or via phone. This meeting will be attended by the Contractor Project Manager and the Plumas Audubon Society Executive Director. The Plumas Audubon Society will determine any additional appropriate meeting participants. The administrative and technical aspects of Agreement closeout will be discussed at the meeting.
- Present findings, conclusions, and recommended next steps (if any) for the Agreement.
- Prepare a written document of meeting agreements and unresolved activities.
- Prepare a schedule for completing the closeout activities for this Agreement, based on determinations made within the meeting.

Deliverables:

- Written documentation of meeting agreements
- Schedule for completing closeout activities
- Findings, conclusions, and recommendations

III. RESPONSE FORMAT, REQUIRED DOCUMENTS AND DELIVERY

ABOUT THIS SECTION

This section contains the format requirements and instructions on how to submit a response to this RFP. Contractors must follow all response format instructions, answer all questions, and supply all requested data.

PRICING/RATES INFORMATION

Please include price quotes and bids in your response since this will be negotiated with the top-rated Firm.

REQUIRED FORMAT FOR AN RESPONSE

All RESPONSEs submitted under this RFP must be typed or printed using a standard 11-point font, singled-spaced and a blank line between paragraphs. Pages must be numbered and sections titled and printed back-to-back.

Firms must submit electronic files via email to lindsay@plumasaudubon.org and michael@plumasaudubon.org. Responses must be delivered **no later than 5:00 p.m on April 19, 2019**. Any response received after the specified date and time are considered late and will not be accepted.

ORGANIZE YOUR RESPONSE AS FOLLOWS:

SECTION 1- Administrative Response

Applicants should submit the following required information to Plumas Audubon Society. A committee from the Plumas Audubon Society will review and select qualified Contractors. Please provide a proposal that addresses each of the following items specifically and individually. Please include all relevant license numbers, firm name, address, e-mail, fax and phone number of RPA and/or firm Demonstrated capacity to conduct the Scope of Work

Section 1a- Cover Letter should include the following

- Plumas County and/or Northern Sierra Nevada region work experience
- Relevant experience and technical competence in collaborative work with other entities (i.e., Fire Safe Council, County representatives and agencies, Cal Fire, contractors, community members, US Forest Service, etc.)
- Familiarity with the applicable laws
- Ability to comply with insurance requirements
- An hourly cost as well as rate for travel
- Pricing/ Rates information

NOTICE OF SELECTION

Subsequent to the RESPONSE evaluations and the discussions with Firms, the Plumas Audubon will post a "Notice of Selection" of the top-scoring Firm at the Plumas Audubon's headquarters in Quincy, California, and on the Plumas Audubon's website.

www.plumasaudubon.org/qwip

AGREEMENT REQUIREMENTS

The content of this RFP shall be incorporated by reference into the final contract. See the Agreement terms and conditions included in this RFP.

NO CONTRACT UNTIL SIGNED & APPROVED

No agreement between the Plumas Audubon and the successful applicant is in effect until the contract is signed by the Contractor, approved at an Plumas Audubon Board Meeting, and signed by the Plumas Audubon Executive Director.

Contract Amendment

The contract executed as a result of this RFP will be able to be amended by mutual consent of the Plumas Audubon and the Contractor. The contract may require amendment as a result of project review, changes and additions, changes in project scope, or availability of funding.

CONFLICT OF INTEREST

Any Plumas Audubon employee who participates in the selection process and any applicant seeking a contract under this RFP are prohibited from offering, soliciting, or accepting gifts, services, goods, loans, rebates or payments of any kind (such as kickbacks) to or from one another. Except as provided by the terms of the contract, this prohibition extends both to any Plumas Audubon employee who manages a contract awarded under this RFP or reviews or approves contractor work products under the contract, and to the Contractor.