

REQUEST FOR PROPOSALS:

To Provide Neighborhood Chipping Services
For Hoodland Fire Protection District #74

Date of Release: 9/23/2024

Response Date: October 8, 2024, by 5pm PST

This Request for Proposals (RFP), issued by the Hoodland Fire Protection District #74 (HFD) is put forth seeking a professional contractor to provide Neighborhood Chipping Services that is fully compliant with the industry best practices.

APPLICATION DEADLINE: Interested parties must prepare and submit all required documents no later than 5pm (PST) on October 8, 2024. Respondents may mail or hand deliver a cover sheet and attachment(s) addressing the response requirements before the deadline to HFD at 69634 E. Hwy 26, Welches, OR 97067 OR email to jimprice@hoodlandfire.org Late proposals will not be reviewed. Questions about proposal submission should be sent by October 1, 2024, to jimprice@hoodlandfire.org

PROJECT SUMMARY

One of HFD's priority initiatives is to empower homeowners to complete their own fuels reduction work on their own properties. To assist our community members in completing this fuels reduction, HFD has budgeted funds for a "Neighborhood Chipping Program." The Neighborhood Chipper program involves chipping assembled branches and brush (cut and piled by homeowners) either at one central location in a neighborhood or along public and private roadways of the neighborhood. The project requires chipping and removal of project-generated slash and may require traffic control during collection. HFD is planning for neighborhood chipping in the Rhododendron, Welches Brightwood and Government Camp areas in late October/early November and Possibly in the Spring of 2025. HFD anticipates approximately 40 hours of labor to be fulfilled by a contractor during this project. All wood chips resulting from this program will be removed from the chipping site and disposed of by the contractor. HFD has compiled a list of materials guidelines for success. Participant guidelines will be clearly communicated through participating neighborhoods/ HOA's/CPOs in before the dates scheduled.

PILE GUIDELINES

- Piles must be stacked with the cut ends facing the road
- Piles must be no larger than 5' x 5' x 5' with no more than 5 piles per property
- Piles must be within 5 feet of the public roadway, but not touching the road, in drainage ditches or impeding any traffic

- Piles that are created using heavy machinery that are very difficult to pull apart to chip will be rejected.
 - Piles sizes at a central location for chipping shall be set after consultation with the selected contractor.

MATERIALS GUIDELINES

Accepted materials include trees, tree branches, small diameter logs and brush (cut away from root mass). The following restrictions apply:

- No logs or branches with a diameter greater than 6 inches
- No construction, building or other man-made materials
- No lumber, fence posts or signs
- No roots, root wads, stumps or anything else that grows below the soil
- No materials that contain dirt, sand, gravel or rocks
- No materials that contain any metal (nails, screws, fencing), string or other man-made materials

EXPECTED TIMELINE

Chipping in Government Camp shall be completed by October 31, 2024. Chipping in the lower elevations by December 15, 2024. Dates will be decided by HFD, participating neighborhood leadership and the contractor. Possible additional dates in the Spring 2025.

RESPONSE REQUIREMENT SUMMARY

This Section contains detailed instructions to which respondents must adhere in the preparation and submission of proposals to the Hoodland Fire Protection District. For purposes of evaluation, Respondents are advised that the submitted content, completeness of information, clarity, ease of reference and effectiveness in demonstrating the qualifications of the respondent is most important. Failure to comply with these instructions may result in disqualification. One (1) hard copy shall be submitted by mail or in person to Hoodland Fire at 69634 E. Hwy 26, Welches, OR 97067 or One (1) electronic copy (PDF) shall be submitted to jimprice@hoodlandfire.org by 5pm, (PST), October 8, 2024.

Contractor is expected to furnish all project equipment including a chipper, at least one* truck sufficient to haul the chipper and chips, PPE and safety gear, etc. Proposals must include the following information to be considered:

1. Cover letter introducing the organization, describing the interest the Proposer has in working on the project and what uniquely sets them apart from other equally qualified Proposers.
2. Identify your abilities, plan of action, and timetables for deliverables noted in the RFP
3. A detailed project proposal including milestones and costs to include plan for disposal of debris (“Chips”).

4. Professional background information about the Proposer including an indication of who is the project lead, key team members responsible for the project and brief narratives of their backgrounds relevant to this work.

5. Provide a fee proposal for the scope of services of the project, with a breakdown of that fee. Fees should include daily or hourly rates for “neighborhood” chipping and for chipping at a fixed location. Interested contractors must submit a summary of rates below, where applicable, and a brief written narrative with three references of prior work.

6. A written statement identifying any reservations, conditions or constraints related to the request for proposals.

SELECTION CRITERIA

This project will be a “time and materials” contract. Selection of contractors is determined by price, proven experience of quality and timeliness, and experience with similar projects/work. As the successful candidate you will demonstrate:

- Significant experience in chipping, hauling, traffic control, and all associated planning
- Experience, qualifications, and expertise with public safety and/or local government
- Demonstrated ability to provide services described
- Quality of work as verified by references
- Willingness to accept the Hoodland Fire Protection Districts contract terms
- Professional fee is competitive and based upon the scope and quality of the work to be provided and the ability to bring the project in on budget and on time.

If only one (1) proposal is received in response to this RFP, the Hoodland Fire Protection District may require assistance from the single responsive and responsible respondent in the preparation of a proposal price analysis to determine whether the single quote received by the HFD is fair and reasonable. The Hoodland Fire Protection District maintains the right, but shall be under no obligation, to award a contract to the responsive and responsible Proposer whose proposal is deemed by the HFD to be most advantageous to the district as determined by capability, qualifications and other factors set forth above.

LICENSING & INSURANCE

Contractor is responsible for maintaining any licensing required by Clackamas County and/or the State of Oregon. Contractor would be responsible for maintaining industry standard liability and accident insurance, obtaining encroachment permits as needed and maintaining appropriate fire suppression equipment on site. Contractor’s insurance policy or policies shall provide for minimum coverage limit of \$1,000,000 combined bodily injury and property damage liability, or its equivalent. Such insurance shall be issued by a company or companies transacting business in the State of Oregon. Contractor shall, prior to commencement of this project, furnish to HFD a certificate evidencing that such insurance has been procured and is in full force and effect, together with a copy of an endorsement confirming coverage of the HFD as an additional insured.

TERMS AND CONDITIONS

A. The purpose of this solicitation is to bind a qualified, competent, and experienced Proposer into a formal written agreement with the Hoodland Fire Protection District to perform the scope of work described in this Request for Proposals. This invitation is not to be construed as a commitment of any kind on the part of the Hoodland Fire Protection District, nor does it commit the Hoodland Fire Protection District to pay or otherwise reimburse any costs incurred in the submission of a proposal package, nor for any costs incurred prior to the mutual execution of a formal written agreement.

B. Advertisement and Notice of Invitation Requests for Proposals (RFP) including response submittal requirements for: Hoodland Fire Protection District Neighborhood Chipping Services Should be submitted as stated above. Responsibility for submitting the proposal to the Hoodland Fire Protection District on or before the Deadline shall remain solely and strictly that of the Proposer.

D. All respondents are encouraged to review this RFP carefully and to investigate all conditions involved in the execution of work requested. The selected Proposer shall not be allowed additional compensation for items on which it has failed to inform itself prior to the opening of Proposals.

E. The Hoodland Fire Protection District maintains the right, but shall be under no obligation, to award a contract to the responsive and responsible Proposer whose proposal is deemed by the Hoodland Fire Protection District to be most advantageous to the district as determined by capability, qualifications and other factors set forth above.

F. Professional Services Agreement. Upon selection, the selected Proposer shall execute a professional services agreement with the Hoodland Fire Protection District.

G. The Hoodland Fire Protection District reserves all rights to investigate the qualifications of all individuals and firms under consideration, to confirm any part of the information furnished in a proposal, and to require further evidence of managerial, financial or professional capabilities which are considered necessary for the successful performance of work described in this RFP. The Hoodland Fire Protection District reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.

H. The Hoodland Fire District reserves the right to cancel this procurement or solicitation in accordance with ORS 279B. If HFD cancels before opening, it will provide written notice in the same way it initially provided notice of the solicitation. If the HFD cancels after opening, it will provide written notice to all offerors.