EL DORADO HILLS FIRE DEPARTMENT

REQUEST FOR PROPOSAL

WEED ABATEMENT SERVICES

June 11, 2025

Proposals Due: June 26, 2025 at 4:00PM PDT

Contact: Community Risk Reduction Division

Phone: 916-933-6623, Extension 1039 or 1044

Email: defensiblespace@edhfire.com

I. PURPOSE

The El Dorado Hills County Water District (District), also known as the El Dorado Hills Fire Department (EDHFD) is seeking the services of an experienced and qualified licensed Weed Abatement Contractor (Contractor) with proven expertise in weed management to abate fire hazards on private property located within the jurisdiction of the District in accordance with its requirements and in a professional manner. The Contractor shall furnish all material, tools, equipment, transportation, supervision, incidentals and labor specified.

The District is requesting proposals (RFP) from qualified contractors to enter into a sixty (60) calendar day service agreement beginning on or around **June 28, 2025**.

II. BACKGROUND

The District is an independent California special district that provides fire and emergency medical services to a portion of the West end of the unincorporated area of El Dorado County. On April 25, 2023, the Governing Board of the District approved Ordinance #2023-01, exercising its statutory authority to abate weeds on properties on which said weeds constitute both a fire hazard and a public nuisance. Throughout the months of April, May and June of this year the District attempted to obtain compliance of this resolution from over 1,500 property owners who own unimproved lands within the District.

The District is now seeking a Contractor to abate this fire hazard and public nuisance concern as soon as practical on various unimproved properties located throughout the community who fail to comply with the District's requirements.

III. PROJECT

The property upon which said weed abatement and/or removal shall be done consists of private property, vacant or otherwise upon which undesirable vegetation or litter/rubbish has become a nuisance and a fire hazard when dry. The scope of services includes all work to perform weed abatement at numerous sites described on the attached, Exhibit "**A**" titled, "*EDHFD Weed Abatement Sites Listing, Mapping and Fee Schedule*." Weed Abatement Sites Listing are subject to update by the Department at any time.

The properties identified in this RFP are one (1) acre or less in size, contain dead grasses and other vegetation, may require other abatement work as described in Section IV of this RFP, and are located within one-hundred (100) feet of nearby structures.

Contractor shall be licensed in the state of California and have previous experience in performing like work. Contractor shall provide a current copy of their Contractor License. Contractor further agrees that all of the applicable provisions of California law relating to public contracts are, by this reference incorporated in and made a part of this proposal.

Contractor will not be required to post a bond but will be required as part of a service contract to provide proof of insurance as described further in Section V of this RFP.

IV. SCOPE OF SERVICE

Properties identified in Exhibit "**A**" of this RFP shall be maintained by the Contractor in accordance with Exhibit "**B**", *EDHFD Fire Protection Standard #W-001, Hazardous Vegetation on Unimproved Properties*, of this RFP. The scope of this RFP pertains to unimproved properties one (1) acre in size or less. The following abatement provisions shall be accomplished by the Contractor as part of the services provided to the District:

a. All combustible vegetation that is located on the unimproved parcel shall be removed or cut to a maximum height of two (2) inches.

b. Tree limbs within six (6) feet of the ground that permit fire spread into the tree canopy and promote ember distribution shall be removed.

c. All downed trees, branches or woody debris smaller than eight (8) inches in diameter shall be removed.

d. Debris piles that contain combustible material that can easily support fire ignition and spread shall be removed.

e. All brush or woody vegetation debris shall be chipped or removed from the property.

f. Non-vegetative debris (i.e., trash, tires, construction) shall be removed from the property.

V. INSURANCE

Contractor shall maintain and show proof of insurance covering general liability for the company, its workers, and property damage for an amount not less than **One-Million Dollars** (**$1,000,000)**. The District shall be named as an additional insured party by the Contractor as part of the contract between parties.

VI. PREVAILING WAGE

This is not a public works contract subject to California Labor Code Sections 1720 to 279C.870 or the Davis-Bacon Act (40 U.S.C. 276a).

VII. TIME LIMITS

All work shall commence on or around **June 28, 2025**, and shall be completed no later than **July 14, 2025**. If more time is needed, a formal request to the District shall be made by the contractor for an extension. Including extensions, all work, including invoicing, must be completed by **July 21, 2025**. Additional work may be specified outside of these time limits.

VIII. PROGRESS REPORT

The Contractor shall contact the EDHFD representative a minimum of once each week and provide a written list of parcels completed.

IX. METHODS

All abatement performed under this contract shall be by disc, bulldozer, mowing, chipping or vegetation removal equipment.

X. EQUIPMENT

All equipment shall be in reliable and safe condition meeting all applicable codes (e.g. ANSI, OSHA, etc.) and suitable for producing the required quality of work. Gasoline or diesel fueled equipment used in grass or brush areas shall be equipped with an approved spark arrester. Every operator of every vehicle or piece of equipment used for the work of this District shall be skilled and competent in the operation of said equipment. The Contractor may own or sub-contract any of the necessary equipment. The Contractor shall have provisions for immediate replacement of any equipment or operator that may become inoperable. Contractor may not sub-contract work to be done without express written authority of EDHFD.

XI. RECORDS

The Contractor shall keep an accurate list of parcels completed, including; parcel number, address, date completed, and photographs as specified in Section XII.

XII. PHOTOGRAPHS

The Contractor shall take photographs of the hazard to be abated PRIOR to commencement of the abatement. Photographs shall also be taken AFTER the completion of the actual physical abatement. These photographs shall include the parcel number of the subject parcel in the image. Multiple photographs may be required at different viewpoints to encompass a view of the entire parcel clearance performed.

XIII. OTHER PROVISIONS

<u>During periods of high fire danger, operation times may be curtailed or mitigation provided per EDHFD fire prevention requirements.</u>

District is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of a proposal from any contractor in response to it. In particular, contractors shall note that District may:

a. Reject any proposal that does not conform to instructions and specifications, which are issued herein.
b. Not accept proposals after the stated submission deadline.
c. Waive any informality, irregularity, immaterial defects or technicalities in any proposals or other responses received.
d. Reject all proposals.
e. Cancel the RFP at any time.
f. Award a contract in connection with this RFP at any time.
g. Make no award of contract.
h. Negotiate agreement terms with the awarded contractor at the District's discretion.

District will not reimburse any organization for proposal preparation costs or other work performed in connection with this RFP, whether or not the contractor is awarded a contract. Proposals (including accompanying materials) will become the property of District. Proposals will be held in confidence to the extent permitted by law. After award of a contract or after rejection of all proposals, the proposals will be public record subject to disclosure under the California Public Records Act (Government Code Section 6250 et seq.). The Proposal together with copies of all documents pertaining to any award, if issued, shall be opened to public inspection. All information submitted as a part of a Proposal will be open to public inspection (except items marked as trade secrets and considered a trade secret under the California Public Records Act) after the award has been made. District reserves the right to request additional information from prospective contractors prior to final selection and to consider information about a firm other than that submitted in the proposal. Pricing shall remain firm-fixed for the term of the Contract. All Proposals shall remain valid offers open for the District acceptance for a minimum of ninety (90) calendar days following the RFP due date.

Any changes, additions, or deletions to the RFP will be in the form of a written addendum issued by District and forwarded to all contractors. Except as stated in this provision, no person is authorized to amend or revise any part of this RFP, in any respect, either in writing or by oral statement.

XIV. PAYMENT TERMS

Contractor shall provide all of the following in order to receive payment for abatement from the District:

a. Records as described in Section XI of this RFP.
b. Photographs (both before and after photos clearly showing work done by the contractor) as described in Section XII of this RFP.
c. After all work is complete, a written, legible itemized invoice with Contractor Name and address, summary of parcel numbers and associated dollar amount charged. Payment will be made to Contractor within 30 days of receipt of completed packet.

XV. SUBMISSION REQUIREMENTS

For the proposal to be considered responsive, the Contractor must submit all information requested in this RFP in the proposal. Failure to submit all required information, forms and documents in the proposal may result in disqualification. Proposals must be submitted on or before the closing date and time. Proposals received after the closing date and time will be considered non-responsive. It is the contractor's responsibility to ensure that their proposal has been received by the District. The following information, forms and documents are to be submitted with the Proposal:

a. **BID PROPOSAL** - A detailed bid proposal that comprehensively defines and describes the proposed costs in performing the weed abatement services. This statement may be based on, but is not limited to, the information provided in the BID PROPOSAL, Exhibit "**A**" of this RFP. The BID PROPOSAL shall provide a fee for each site grouped by "Job No" shown by Exhibit

"**A**" and then summed to a TOTAL FEE. Please present information legibly and ensure all calculations are correct, as this Fee Table will be utilized to review invoices.

Prices/rates shall be valid for the term of the proposal contract and include all labor, equipment, materials, fees, permits, traffic control, tools and equipment, transportation, overhead, travel, profit, insurance, sales and other taxes, license, incidentals, and all other related costs necessary to meet the work requirements described in Exhibit "**B"**.

The District makes no guarantees that the full value of the contract will be paid to the Contractor. The District will compensate the Contractor based on the sites and work performed and the unit prices in the Bid Proposal described in Exhibit "**A**".

b. One (1) copy of the contractor's proposal shall be mailed, hand-delivered or e-mailed to the following address prior to the Submission Deadline:

El Dorado Hills Fire Department

Attention: Alex Bourriague E-Mail Address: defensiblespace@edhfire.com

1050 Wilson Boulevard

El Dorado Hills, CA 95672

It is the contractor's responsibility to confirm that the District is in receipt of the proposal. Late proposals will not be accepted. Faxed proposals will not be accepted.

XVI. EVALUATION PROCESS AND SELECTION CRITERIA

Selection of the Contractor will be based upon a competitive selection process. All elements of the pricing proposal will be considered include responsiveness of proposal and price. Criteria to be evaluated shall include the following:

a. Experience and past performance under a similar SCOPE OF SERVICES, described in Section IV of this RFP.
b. Cost to perform the required services stated in the SCOPE OF SERVICES, described in Section IV of this RFP and identified in the contractor provided Bid Proposal.

XVII. REQUEST FOR PROPOSAL (RFP) AND CONTRACT AWARD TIMELINE

a. Distributed RFP: 6/11/25
b. Deadline for submitting questions regarding RFP: 6/22/2025, 4:00 p.m.
c. Response to Questions: 6/25/2025, 4:00 p.m.
d. Submission Deadline for Proposals: **6/26/2025, 4:00 p.m**.
e. District Approval TBD Contractor: 6/27/2025, 5:00 p.m.
f. Start: 6/28/2025 (Estimated)

XVII. QUESTIONS REGARDING THIS RFP

Contractors are responsible for reading carefully and understanding fully the terms and conditions of this RFP. Requests for clarification or additional information must be made to the proper contact below before the deadline:

Leslie Hobert, Community Risk Reduction Specialist: (916) 933-6623, Extension 1039.

Alex Bourriague, Defensible Space Inspector: (916) 933-6623, Extension 1044.

Email Question to defensiblespace@edhfire.com. In the Subject line of email type "*Weed Abatement Services Question(s)"*.

Only written communications relative to this RFP shall be considered. It is incumbent upon contractors to verify District is in receipt of their questions. Misinterpretation of the contract documents by the contractor shall not relieve an awarded contractor of responsibility to perform the contract.

To the extent that a question causes a change to any part of this RFP, an addendum shall be issued addressing such.

End of RFP

Exhibit "**A**"

EDHFD Weed Abatement Sites Listing, Mapping and Bid Proposal

The District is requesting that each contractor provide it with a bid price to abate all weeds on the property in accordance with the Scope of Service listed in Section IV of this RFP. The parcels identified as part of this project are identified below:

APN	Parcel Size	Address	Cross Street	Area
123143019	0.60	0	Breese Cir & Sur Mer Dr.	Serrano
110471008	0.56	0	Guadalupe Dr.	Lakehills
110601012	1	787 Fitch Way	Lakehills Dr.	Lakehills
110512001	0.30	531 Torero Way	Guadalupe Dr.	Lakehills
123142014	0.60	5155 Breese Cir	Sur Mer Dr.	Serrano
123142002	0.41	5263 Breese Cir	Sur Mer Dr.	Serrano
123190037	0.80	4405 Berkwood Ct	Gresham Dr.	Serrano
123190021	0.96	4955 Gresham Dr		Serrano
123200028	0.47	5019 Breese Cir	Sur Mer Dr.	Serrano
123660003	0.70	5223 Da Vinci Dr		Serrano
123760002	0.54	4920 Greyson Creek Dr	Del Coronado Ct.	Serrano
123780008	0.54	6814 Western Sierra Way	Raphael Dr.	Serrano
123780040	0.51	4170 Raphael Dr		Serrano

Prices/rates shall be valid for the term of the proposal contract and include all labor, equipment, materials, fees, permits, traffic control, tools and equipment, transportation, overhead, travel, profit, insurance, sales and other taxes, license, incidentals, and all other related costs necessary to meet the work requirements described in Exhibit "**B"**.

The District makes no guarantees that the full value of the contract will be paid to the Contractor. The District will compensate the Contractor based on the sites and work performed and the unit prices in the Bid Proposal provided in the Exhibit.

Several of the parcels identified on the list above are located in private gated communities in the District. Should the Contractor be unable to access the community that the property is located in please contact the District representative identified in Section XVII of this RFP for assistance.

BID PROPOSAL FORM

TO: **El Dorado Hills County Water District, AKA El Dorado Hills Fire Department**

The undersigned declares that they have carefully examined Request for Proposal (RFP) – Weed Abatement Services less than 1 acre, and read in full the accompanying instructions to bidders, and hereby proposes to furnish all materials and do all of the work required to complete the said work in accordance with the RFP for the amount set forth below:

CONTRACTOR ABATEMENT PRICING

APN	Parcel Size	Address	Cross Street	Area	Bid Proposal*
123143019	0.60	0	Breese Cir & Sur Mer Dr.	Serrano	
110471008	0.56	0	Guadalupe Dr.	Lakehills	
110601012	1	787 Fitch Way	Lakehills Dr.	Lakehills	
110512001	0.30	531 Torero Way	Guadalupe Dr.	Lakehills	
123142014	0.60	5155 Breese Cir	Sur Mer Dr.	Serrano	
123142002	0.41	5263 Breese Cir	Sur Mer Dr.	Serrano	
123190037	0.80	4405 Berkwood Ct	Gresham Dr.	Serrano	
123190021	0.96	4955 Gresham Dr		Serrano	
123200028	0.47	5019 Breese Cir	Sur Mer Dr.	Serrano	
123660003	0.70	5223 Da Vinci Dr		Serrano	
123760002	0.54	4920 Greyson Creek Dr	Del Coronado Ct.	Serrano	
123780008	0.54	6814 Western Sierra Way	Raphael Dr.	Serrano	
123780040	0.51	4170 Raphael Dr		Serrano	
Total					**$**

*** Indicates Required Field to be Completed by Bidder for All Job Numbers and Total Price.**

The District reserves the right, in its sole discretion, to reject any bid which fails to meet requirements in any respect, to reject all bids for any reason(s) whatsoever, and to waive minor irregularities in any bid.

_____ _____

Company Name Signature of Bidder

_____ _____

Address Phone Number

_____ _____

E-Mail Address Date Submitted

Exhibit "**B**"

EDHFD Fire Protection Standard #W-001, Hazardous Vegetation on Unimproved Properties