



**TAHOE DONNER ASSOCIATION**  
**Request for Proposal**  
**2018 Mastication, Thinning and Pruning**  
2016 CFIP Grant Amendment

**July 5<sup>th</sup>, 2018**

It is the desire and intent of Tahoe Donner Association (TDA) to contract for mastication, thinning and wood removal on property located in Truckee, California.

Prospective Contractors should be aware that in evaluating proposals, the Association will consider conforming price of all bid items addressed, reputation of firm, work schedule, and ability to perform work within the proposed schedules. All proposals should have a cover sheet that identifies the project, the proposing firm with address, phone and fax numbers, and the individual who will be in charge of the project and answer questions regarding the proposal. Proposals must address the requirements of all items in the scope of services section in this document and demonstrate the firm's understanding of the work to be performed. Interested contractors are expected to understand the extent of the work.

Proposals will provide a scope of work including a timeline for completion of all tasks in relation to the overall project schedule. Please indicate features, skills or services which distinguish your firm and make it the ideal choice for the Association. Each firm must provide a list of three years of past work projects where similar services have been performed with current contact information.

A tour of the proposed work will be held on July 17<sup>th</sup>, 2018. The tour will begin at 9:00AM at the forestry office located at 10500 Teton Way. Contractors who are interested and able to provide a bid for this work are requested to notify the Association by July 24<sup>th</sup>, 2018. Bids are due by 3:30 PM local time July 27<sup>th</sup>, 2018, mailed, or hand-delivered to:

<b>Mailed</b>	<b>Hand-Delivered</b>
Tahoe Donner Association	Tahoe Donner Association
Attn: Bill Houdyschell	Attn: Bill Houdyschell
Forester	Forester
11509 Northwoods Blvd.	10500 Teton Way
Truckee, California 96161	Truckee, California 96161

Bids that are mailed shall be at the above address by the due date and time.

If there are any questions you can call the Tahoe Donner Forestry Department @ 530-587-9432.

**Delivery of bids by FAX or email is unacceptable.**

A contractor will be selected and notified by 3:30 PM on July 30<sup>th</sup>, 2018 and contractor shall execute the contract by August 6<sup>th</sup>, 2018. The contract can be executed at the forestry office located at 10500 Teton Way in Truckee.

The contractor understands the Association reserves the right to reject any or all proposals without notice or cause. The Association reserves the right to solicit and accept additional proposals at its sole discretion.

As a business we are required to file Form 1099 or W9. In order to properly complete our reporting requirements, we need certain information from our potential contractors. Please complete the taxpayer identification information on the attached bid form.

Each contractor declares and warrants that no undue influence or pressure will or has been used against or in concert with any director, officer or employee of Tahoe Donner Association in connection with the award of contract or the terms of this RFP, including any method of coercion, confidential financial arrangement or financial inducement. No director, officer or employee of the Association will receive compensation directly or indirectly from the firm or any officer, employee or agent of the firm, in connection with an award under this RFP or any work to be conducted as a result of a contract award.



## **A. SCOPE OF WORK TO BE COMPLETED**

**1. Description of Work:** The intent of this Request for Proposal is to secure mechanical and hand treatment services for tree thinning, brush mastication, pruning and chipping of cut material. The treatment areas are basically the same except for minor boundary adjustments for the different treatments. The thinning and pruning will be on 45.1 acres and the mastication will be on 49.7 acres. The work shall be done in a manner that does not damage vegetation not specified to be treated.

**Item 1** – Unit 96-1 thin, prune and chip (4.8 acres) and Unit 96-1a thin, prune and chip (40.3 acres). Hand thinning, pruning and chipping of all trees to be cut. The goal is to hand cut most of the trees designated for removal. The occasional tree less than 5 feet tall may be masticated. Trees to be removed are designated with blue paint. All leave trees shall be hand pruned of dead and green branches  $\frac{1}{2}$  the height of the tree or 10 feet off the ground whichever is less. All limbs shall be cut at a maximum of  $\frac{1}{2}$ " from the bole of the tree and shall not damage the bole of the tree. Trees less than 3 feet in height do not need to be limbed.

TDA shall furnish a tracked chipper with operator to complete the chipping requirements for units 96-1 and 96-1a (See Item A #11 and #12).

Acreage has been determined by GPS and has been flagged with orange and blue flagging.

**Item 2** - Units 96-1 mastication (5.7 acres) and 96-1a mastication (44.0 acres). Before during or after the hand cutting and chipping operation is completed, Contractor shall masticate with a Fecon or similar head mounted on an ASV type machine. All manzanita, bitter cherry wax current and snow brush shall be treated. Wax current plants that are in openings 5 feet or greater from the drip lines of leave trees shall not be treated.

In units 96-1 mastication and 96-1a mastication. There is a special boundary requirement shown on the Request for Proposal Map (Appendix B) to masticate 20 feet beyond the blue and orange flagging currently posted on the ground. The contractor will be shown the start and stop points for this additional work. The additional area shall have a smooth boundary when completed. The estimated acres for this work is 3.2 acres and has been added to the treatment acres.

In units 96-1 mastication and 96-1a mastication. Boundaries have been modified from the thin and prune boundaries to masticate to the road in 5 areas as shown on map in Appendix B. These additional areas will be flagged with blue and yellow flagging along the road segments.

The unit acres will be redone by GPS when mastication is completed.

**2. Contractor Responsibility:** The Contractor shall provide all services--including, but not limited to, all equipment, supplies, transportation, labor, and supervision--necessary to complete the project, except for that which the project contract clearly states are to be furnished by Tahoe Donner Association. The on the ground supervisor shall be English speaking.

There are two section corners shown on map in appendix B. These corners are flagged with red flagging and shall be protected.

**3. Project Location:** Project work is located on TDA lands located 1 mile northwest of downtown Truckee, California. The property is accessible from the south via Northwoods Boulevard off of Donner Pass Road. A north access to the property can be found via Alder Creek Road off of Highway 89N (see map appendix A for vicinity map).

**4. Accessibility:** All roads to be used are accessible with a four-wheel drive vehicle. Tahoe Donner Association assumes no liability to perform special road maintenance to keep roads open to the project area. Vehicles must stay on designated roads.

**5. Maps:** A general vicinity map is included in Appendix A and a project map in Appendix B.



**6. Estimated Start Date & Contract Time:** Estimated start date is August 13<sup>th</sup>, 2018. The contract termination date is October 26<sup>th</sup>, 2018.

**7. Restrictions on Work:** Work may be performed at any time during the period of the contract, except as outlined here. Restrictions are as follows:

1. The contract start date is restricted due to the project area providing fawning and nesting bird habitat. The earliest start date is August 13<sup>th</sup>, 2018.
2. The contract time was determined on a Monday through Friday work schedule. Contractor shall not start operations before 7:00 AM and shall stop operations at 5:00 PM local time. If the Contractor wishes to work on weekends the start time on weekends is limited to 9:00 AM and shall stop operations at 5:00 PM local time.
3. Contractor shall not operate on Labor Day weekend (9/1/2018 through 9/3/2018).
4. The contractor will not work when the measured wind speed exceeds 30 MPH.
5. When Tahoe Donner Association determines adverse weather has made access too dangerous or continued vehicular travel would cause unacceptable road damage.
6. When ground conditions are too wet to continue operations without sustaining resource damage to soils. A TDA Forestry employee will make this determination.
7. Servicing and refueling of equipment areas shall be located outside of WLPZ's or 100 feet from other wet areas. In case of a HAZMAT spill, the material shall be immediately contained and TDA will be notified immediately.

**8. Insurance and related requirements:** Before work may begin on this project, the Contractor shall provide the documentation required in this section. Failure to provide the information will not change the date for starting work, and contract time may begin before the contractor is actually permitted to work. Before the contractor can start operations they must provide TDA with:

- Comprehensive general liability insurance with a combined single limit of at least \$1,000,000 each occurrence for bodily injury and property damage, including personal injury and fire, listing the Tahoe Donner Association as additional insured. Logger's third party preferable.
- Comprehensive automobile liability insurance covering all owned, hired or otherwise operated non-owned vehicles with a minimum combined single limit of \$1,000,000 each occurrence for bodily injury and property damage.
- Workers' Compensation Insurance as required by the provisions of California law.
- Provide TDA with a copy of the contractor's Injury Illness Prevention Program.
- Provide TDA with required information to file IRS form 1099 and EDD form 542 annually.

**9. Camping and Housing:** Camping is not permitted on Tahoe Donner Association property except at the Tahoe Donner Association Campground upon agreement.

**10. Fire Requirements:** Contractor shall follow all State, Local and TDA fire requirements.

**11. Contractor Furnished Equipment and Personnel:** Contractor furnished equipment shall be on a fully operational basis, of modern design, and in good operating condition, with competent, fully qualified operators. Equipment shall be free of fluid leaks and be in good operating condition. The Contractor shall furnish all fuel, lubricants, and personnel necessary for the operation of the equipment. All repairs, service and spill cleanup are the responsibility of the Contractor and shall be at their expense. If during the contract period, the equipment requires repairs before operations can continue, it shall be the responsibility of the Contractor to complete such repairs in a timely manner. **All ground based equipment must be free of noxious weed seed. Equipment shall be pressure washed or steam cleaned prior to moving onto Tahoe Donner Association Lands.**

**Contractor shall provide and maintain a portable chemical toilet for their workers on site.**

Contractor shall supply a minimum of two workers to work with the TDA tracked chipper in units 96-1 thin prune and chip and 96-1a thin prune and chip to complete the chipping requirement.

Contractor shall provide a water tank truck or trailer on the Contract Area during Contractor's Operations. The tank shall contain at least 200 gallons of water available for fire suppression. A water sprinkling tank truck will meet this requirement if provision is made to insure that the minimum of 200 gallons is available for fire suppression at all times.



Ample power and hitch shall be readily available for promptly and safely moving tank over roads serving Contract Area. Tank truck or trailer shall be equipped with the following:

- (1) Pump, which at sea level, can deliver 20 gallons per minute at 150 pounds per square inch measured at the pump outlet. Pump shall meet or exceed the pressure value in the following table for nearest temperature and elevation:

The pump outlet shall be equipped with 1-1/2 inch National Standard Fire Hose thread. A bypass or pressure relief valve shall be provided for other than centrifugal pumps.

- (2) 100 feet of 3/4-inch inside diameter rubber-covered high-pressure hose mounted on live reel attached to pump with no segments longer than approximately 50 feet, when measured to the extreme ends of the couplings. Hose shall have reusable compression wedge type 1-inch brass or lightweight couplings (aluminum or plastic). One end of hose shall be equipped with a coupling female section and the other end with a coupling male section. The hose shall, with the nozzle closed, be capable of withstanding 200 PSI pump pressure without leaking, distortions, slipping of couplings, or other failures.
- (3) A shut-off combination nozzle that meets the following minimum performance standards when measured at 100 P.S.I. at the nozzle:

<b>Nozzle Type</b>	<b>Gallons Per Minute (GPM)</b>	<b>Horizontal Range</b>
Straight Stream		38 feet
Fog Spray		6-20 feet

- (4) Sufficient fuel to run pump at least 2 hours and necessary service accessories to facilitate efficient operation of the pump.

**12. Tahoe Donner Association Furnished Property:** TDA shall furnish a tracked chipper with operator for units 96-1 thin and prune and 96-1a thin and prune and furnish all fuel, lubricants, and personnel necessary for the operation of this equipment. All repairs, service and spill cleanup for the tracked chipper are the responsibility of the TDA and shall be at their expense. It is the responsibility of TDA to clearly identify all units on the ground.

**13. Public Safety:** Contractor shall provide for public safety when operating equipment within 200 feet of open roadways and behind homes. Equipment must be safely operated while working near the road so no material enters the roadway, private property or damages any property. Contractor shall provide cautionary signs warning of hazardous work ahead. Warning signs will be placed not less than 100, or more than 200 feet from the unit so as to be visible to oncoming traffic or recreational users. Signs shall be a minimum of 2 feet by 2 feet in dimension. Before operating equipment near homes or other structures Contractor shall:

1. Safely operate equipment so no material is thrown onto the property of nearby residents.
2. Contractor shall repair any damage to private property to the satisfaction of the property owner and TDA. Contractor's employees are permitted to smoke in vehicles only.

**14. Inspections:** Inspections will be performed by Tahoe Donner Association Forestry staff for the purpose of determining that the CONTRACTOR is complying with the terms and conditions detailed in the Scope of Work to be Completed and Technical Specifications and accompanying attachments.

Compliance Inspections: Visual compliance inspections will be made on a periodic basis. Such inspections are not final and do not constitute acceptance of the work.

**15. Liquidated Damages.** Unnecessary damage, negligent damage or willful cutting of undesignated leave trees on areas under this contract that will likely cause substantial silvicultural or other damage to Tahoe Donner Association lands. If such damage occurs the contractor shall notify the Owner. It will be difficult, if not impossible, to determine the amount of such damage. Therefore, Contractor shall pay as fixed, agreed, and liquidated damages in the amount



\$100.00 per damaged tree. If designated by Tahoe Donner Association, Contractor shall remove such damaged trees at Contractors expense.

#### **17. Payments:**

- Contractor shall perform work in accordance with the attached SCOPE OF WORK TO BE COMPLETED and TECHNICAL SPECIFICATIONS.
- Contractor shall submit an invoice to Tahoe Donner Association for completed units for payment. Payments will be made when Contractor receives verbal notice of satisfactory completion of units from Tahoe Donner Association.
- All units have been measured by GPS.

#### **16. Payments:**

- Contractor shall perform work as assigned from TDA forestry staff.
- Contractor shall submit an invoice to Tahoe Donner Association for hours worked. Only original invoices will be accepted and they may be submitted weekly for payment.
- Based on Contractor's work performance, additional hours may be added at Contractor's bid price per unit of work.

### **B. TECHNICAL SPECIFICATIONS**

#### **1. Definitions**

Vegetation to be treated: Conifer trees marks with blue paint, bitter cherry, greenleaf manzanita, current and snowbrush.

Vegetation not specified to be treated: All unmarked conifers, a cone-bearing tree with needles or leaf scales (e.g. pine, fir, cedar) and hardwoods, a tree with broad leaves rather than needles (e.g., oak, willow and maple, etc.). Also, pinemat manzanita and elderberry.

Slash: All debris resulting from operations including stems, limbs and tops of trees, and brush.

Watercourse and Lake Protection Zone (WLPZ): Stream courses, riparian areas and wet areas protected during mastication, mechanical treatments and site preparation.

Vegetation: Woody plants, including all brush species, not including grasses.

Damaged Tree: A tree that is damaged by Contractor operations is categorized by one or more of the follow items:

- Has 20 percent or more of the live branches broken or removed.
- Any damage to the bole of a tree that is greater than 25 percent of the circumference of the stem and/or 2 feet or more in length.
- Any damage to the bole of a tree that comes in contact with the ground.

#### **2. Specifications**

##### **Mastication Standards**

1. All vegetation and slash identified to be treated shall be cut at a maximum of 3 inches above the normal plane of the ground (measured at stump height on uphill side).
2. No slash and other vegetative debris shall be more than 3 inches deep as measured from the ground level.
3. Specifications for masticated material shall be:
  - 85 % shall be less than or equal to 6 inches in length.
  - 15 % shall be less than or equal to 1 foot in length.
4. No damage to conifer trees as a result of contract operations is permitted.
5. All cut vegetation shall be kept within unit boundaries.
6. Any cut vegetation falling into ditches, roads, road banks, trails or adjacent units shall immediately be removed by the end of the day.



7. No masticated or cut material shall lean against or be suspended by a conifer or hardwood tree.
8. Vegetation that is within 2 ft. vertical or horizontal of any obstacle such as large rocks or fences will not require treatment.
9. No hardwoods will be masticated.
10. Equipment will not be able to enter WLPZ's or cross stream courses.

**C. SUBMITTAL REQUIREMENTS:**

The contractor is to complete the information below or submit, as an equal, an office brochure inclusive of items 1-7:

1. Name of firm, address and telephone/fax numbers.
2. Year established.
3. Description of equipment to be used, include vehicles and chainsaws.
4. List the name(s) of the person(s) who will be the key contact(s) and manage this agreement.
5. Unit Bid Price: Bidder shall submit bids on per acre basis.

Item No.	Unit No.	Acres	Bid Price per Acre	Total Bid Price
1	Unit 96-1 thin, prune and chip.	4.8		
1	Unit 96-1a thin, prune and chip	40.3		
1	Sub Total thin and prune	45.1		
2	Unit 96-1 mastication	5.7*		
2	Unit 96-1a mastication	44.0*		
2	Sub Total mastication	49.7		

\*- estimated acres

6. Bidders shall furnish a minimum of the past three years completed work history for TDA review, include contact information.
7. A completed Bid Form (provided) must be included with bids.
8. All requirements under section A item 8.

**C. FURTHER INSTRUCTION TO BIDDERS**

Familiarization with the Work: Before submitting the bid, each prospective bidder shall familiarize himself/herself with the work, the site where the work is to be performed, local labor conditions and all laws, regulations and other factors affecting performance of the work. He/she shall carefully correlate his/her observations with requirements of the work and otherwise satisfy himself/herself of the expense and difficulties attending performance of this work. The submission of a bid will constitute a representation of compliance by the bidder. There will be no subsequent financial adjustment for lack of such familiarization.

Interpretations: All questions about the meaning or intent of the request for proposals or the contemplated work shall be submitted to the Forestry Department by phone. Replies will be answered by phone and all other bidders will be notified by phone. Questions received less than four days prior to the date for opening bids will not be answered. Only answers issued by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

General: It is understood that any dispute as to this project will be determined by submission to arbitration as provided by California law, and not by a lawsuit or resort to court process except as California law provides for judicial review of arbitration proceedings.



**TAHOE DONNER ASSOCIATION**  
**11509 Northwoods Boulevard, Truckee, California 96161**  
**2018 Mastication, Thinning and Pruning**  
**2016 Grant Amendment**  
**BID FORM**

SUBMITTED BY: \_\_\_\_\_

Corporation

Partnership

Estate or Trust

PRINCIPAL OFFICE: \_\_\_\_\_

Person to contact for additional information on this bid:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Bidder declares and agrees that, if this bid is accepted, bidder is prepared to enter into an agreement to perform all work in accordance with the attached Scope of Work to be Completed and Technical Specifications. This will include all assumption, obligations, duties, and responsibilities necessary to the successful completion of the work. The furnishing of all materials and equipment required to complete the work; this includes tools, equipment, supplies, transportation, facilities, labor, taxes, superintendence, and services required to perform the work; and insurance and submittals.

Bidder shall include the submittal requirements, additional submittal items and other pertinent information with their bid. Bids that do not include the above information will not be considered.

If this bid is accepted, the bidder agrees to sign and deliver an acceptable agreement with the required insurance documentation to Tahoe Donner Association within five (5) days after receipt of notice of award from TDA.

**SIGNATURE OF BIDDER:**

If an individual: \_\_\_\_\_, doing business as

If a Partnership: \_\_\_\_\_

By: \_\_\_\_\_, partner

If a Corporation: \_\_\_\_\_

(a \_\_\_\_\_ Corporation)

by: \_\_\_\_\_

Title: \_\_\_\_\_

Business Address of Bidder: \_\_\_\_\_

Tax ID #: \_\_\_\_\_





