

***SECTION A – EXECUTIVE SUMMARY/BACKGROUND***

The California Department of Forestry and Fire Protection (CAL FIRE) and USDA Forest Service Pacific Southwest Region, Klamath National Forest are in partnership through the Good Neighbor Authority (Agricultural Act of 2014, Pub. L. 113-79, section 8206) to implement portions of the Craggy Vegetation Management Project. The Shasta Valley Resource Conservation District (SVRCD), acting on behalf of CAL FIRE, hereafter referred to as the STATE, requests bid proposals from qualified purchasers for the forest products and service work described in the following pages.

The Craggy Vegetation Management Project is located on the Scott River and Oak Knoll Ranger Districts of the Klamath National Forest encompassing the area indicated on the Deadwood Stewardship Timber Sale Contract Sale Area Map. Restoration objectives for the project area are summarized as follows:

- Improve fire resiliency on National Forest System land by reducing fuels and stand density within strategic areas and within the wildland urban interface (WUI) on National Forest lands. Increase defensibility to wildfire to the nearby communities of Yreka and Hawkinsville, California. Reduce fuels within designated State of California Tier 2 High Hazard Zone.
- Improve forest health by reducing stand density to increase stand resistance to insects, disease, and high intensity fires. Improve fire resiliency for late-successional habitat and dependent species.
- Improve soil and aquatic conditions – Provide for soil and riparian function and productivity. Provide timely soil erosion control measures and restorative work.
- Utilize Timber or other products – Provide wood resource to forest product industry.
- Improve Road Management – Provide reconstruction and maintenance on legacy road sediment source sites within the Forest transportation system roads.

To accomplish these objectives, the Deadwood Stewardship Timber Sale Contract includes the following components: stand cleaning/thinning, fuels reduction piling and/or decking, timber or other products removal, erosion mitigations, and road maintenance.

**SECTION B - SCHEDULE OF ITEMS**

**B.2.1 MANDATORY WORK ACTIVITIES:**

Contractor Name					
ITEM NO.	DESCRIPTION OF MANDATORY WORK ACTIVITIES	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
1	Road Maintenance (Timber Sale Contract Section 18).	Job	1	\$	\$
2	Commercial Timber Harvest	Acres	382	N/A	N/A
3	Mechanically Thin Conifers 3.0 inches to 9.9 inches DBH, in Commercially Harvested Ground-based Units, and treat fuels (specify treatments in Proposal)	Acres	357	\$	\$
<b>Total All Mandatory Service Items</b>					<b>\$</b>

**NOTE:** These schedules are for pricing/payment purposes. Price for mandatory work activities should include offset for value of timber removed (stewardship goods for services). See Section L - Proposal Preparation Instructions for business proposal requirements.

**NOTE:** Price Proposals MUST be provided on ALL Items in Schedules: Mandatory Work and Option Work Activities and Timber or other products Removal Price Schedule.

**NOTE:** Items may be broken into individual units during award if funds are not available to award entire Item.

**B.2.2 TIMBER REMOVAL PRICE SCHEDULE:**

Contractor Name					
SPECIES	PRODUCT	QUANTITY	UNIT OF MEASURE	OFFER (FLAT)	TOTAL OFFER
CS	Sawtimber	7,700	TON	\$	N/A
<b>Timber Subject to Agreement</b>					
CS	Sawtimber	Unestimated	TON	\$	N/A
CS	Grn Bio Cv	Unestimated	TON	\$	N/A
<b>Total All Products</b>					<b>\$ 0</b>

**NOTE: Timber removal price schedule is used for proposal evaluation purposes only (not pricing/payment).**

**B.3 LAND MANAGEMENT ACTIVITIES.**

Performance of land management activities shall be in accordance with Section C – Project Description and Work Specifications. Payment for Land Management Work Activities in Schedule B-2.1, will be made in as defined in Section F.2. All Mandatory Work Activities shall be performed.

**SECTION C – DESCRIPTION/ SPECIFICATIONS/STATEMENT OF WORK**

**Statement of Work/Specifications**

The Purchaser shall furnish the necessary personnel, material, equipment, services and facilities (except as otherwise specified), to perform the Statement of Work/Specifications.

**C.2 Project Description**

(a) Description of Work – The Deadwood Stewardship Timber Sale is located on the Scott River and Oak Knoll Ranger Districts of the Klamath National Forest encompassing the area indicated on the Sale Area Map.

(b) Timber removal – This proposal includes commercial removal of sawtimber on 382 acres. Proposals can also include removal of thinned trees or parts of trees as biomass material. The following table provides a summary of sawtimber volume (Tons) as included timber.

Work Item	Anticipated Logging System	Acres	Volume (Tons - Estimated)
2	Ground-based/Mechanical	382	7,700

(c) Pre-commercial thinning – thinning of trees 3” to 9.9” should be addressed by the purchaser in their proposal, including method and equipment. This could include mastication, mechanical or manual thinning. Depending on method, thinning may create activity-generated fuels and should be addressed in the fuels treatment plan.

(d) Fuels treatment – prospective purchasers should include in their proposal for mandatory work items a plan to treat existing and/or activity-generated woody surface fuels by such means as mastication, whole-tree skidding or yarding of trees with limbs and tops attached, machine or manual piling within units.

(e) Project Location – Project is located in Township 46 North, Range 8 West, Sections 23, 24, 25, 26, 35, 36; Township 45 North, Range 8 West, Sections 1 and 2; Township 46 North, Range 7 West, Sections 30, and 31; Mt. Diablo Meridian.

**C.3 Specifications**

There are five documents referenced throughout this solicitation that describe various specifications for the project. In general Appendix A describes the technical specification for service work, the Request for Proposal (this document) covers how the proposal will need to be written to meet the requirements of the solicitation, the Project Design Features describes relevant project design features from the Craggy Vegetation Management

Project Record of Decision, and the Timber Sale Map shows the location of the required treatments. The Timber Sale Contract covers the specifications of the harvest operations and the environmental protection measures to be followed during operations.

Specifications for each Work Activity individually described by an item number in Section B of this document can be found in Appendix A. Specifications for timber removal can be found in Appendix A and Sections 15 and 16 of the Timber Sale Contract. Road Maintenance plans and specifications can be found in Section 18 of the Timber Sale Contract.

#### C.4 Operating Plan and Schedule:

The Purchaser will provide, as part of the technical proposal, a detailed timeline of when the contract requirements will be accomplished while conforming to the requirements within the Timber Sale Contract. The operating plan should indicate the sequence of activities that will take place to accomplish the tasks described within the Timber Sale Contract and Appendix A, including proposed start and completion dates. The operating plan and schedule should contain the following elements:

- A list of employees/personnel working on this contract identifying each by the Occupational Code/Job Title for the work as it applies to this contract.
- All Subcontractors must also provide a list of all employees/personnel working on this contract identifying each by their Occupational Code/Job Title as it applies to this contract.
- A proposed communication plan regarding findings, progress, information exchange, questions, and concerns of both parties.

Depending upon how the Purchaser proposes accomplishing the activities within the solicitation, the Operating Plan and Schedule may be developed by indicating when and how all work activities within individual units will be completed, when and how individual tasks will be completed, or a combination of when and how units or tasks will be completed. The Purchaser should be able to display through an operating plan and schedule that all of the contract activities will be accomplished in a timeline that will meet the contract requirements.

#### C.5 Definitions

**Acceptable Quality Level:** The allowable leeway or variance from a standard before the government will reject the specific service. As long as the percent of defective performance does not exceed the AQL, the service will not be rejected by the STATE. The Purchaser, however, must re-perform the defective service when possible.

**Fuels Treatment Supervisor:** Individual designated by the Purchaser to oversee manual thin and hand pile operations within units.

**Logging Supervisor:** Individual designated by the Purchaser to oversee mechanical equipment operations to remove included timber.

**Overall Project Manager:** Individual designated by the Purchaser with authority to make agreements and oversee all other individuals designated by the Purchaser.

**Period of Performance (also Performance period or Contract time):** All calendar days allowed for completion of contract work. Includes all days of the week including weekends and holidays.

**Quality Assurance:** Actions taken by the STATE to inspect or check goods and services to determine that they meet or do not meet the contract requirements.

**Quality Assurance Surveillance Plan (QASP):** An organized written document used for quality assurance surveillance. The document contains information about how the STATE will assess performance, checklists, and may contain decision tables.

**Quality Control Program (QC)** – Contractor’s system to control the equipment, systems, or services so that they meet the contract requirements.

**Quality Control Plan:** Purchaser plan for self-monitoring work prior to STATE inspection and acceptance. See Section E.

**Random Sampling:** A method of looking at a few individual items in a lot to determine the quality of that lot against a standard.

**(Acceptable) Service:** A job performed to the standard and within the acceptable quality level. The Purchaser must do the specific job, and meet the standard, and meet the acceptable quality level before one can say that performance has been acceptable and that he/she should be paid.

**Standard:** An acknowledged measure of comparison.

**Stewardship Contracting:** An exchange of goods/products for services including re-construction of roads

**Timber Sale Officer:** Individual with authority to bind the STATE with their signature on the contract.

## ***SECTION D - INSPECTION AND ACCEPTANCE***

### **D.1 Purchaser Quality Control Inspection System**

The Purchaser shall identify the quality control inspection system it will use to ensure that contract specifications will be achieved. At no time shall the Purchaser rely upon STATE inspections to provide notification of unsatisfactory performance. The Purchaser shall produce written inspection records in a format and at times and places satisfactory to the Timber Sale Officer. Inspection records shall be made available upon request of the Timber Sale Officer and be maintained until the date of contract closure. The Timber Sale Officer may observe the Purchaser’s inspection at any time and shall otherwise have unlimited access to the inspection data.

**D.1.1 Quality Control Plan.** The Purchaser shall provide a general Quality Control Plan (QCP) with the technical proposal. The Purchaser shall supplement the QCP within 7 days before start work based on items awarded to the Purchaser and STATE comments. The Purchaser shall conduct quality control inspections on all aspects of work. The field inspections shall be performed on each sub-item listed in each task order.

The general Quality Control Plan must demonstrate how the Purchaser will assure quality meets the requirements and specifications of the contract. The Plan shall describe how quality will be monitored to assure the performance standards are met, the supervision of crew and work, and personnel that will be performing the quality control. Quality control shall include monitoring quality while work is in progress, residual tree care and other associated tasks.

**D.1.2 Purchaser Quality Control Inspection** At no time shall the Purchaser rely upon STATE inspections to provide notification of unsatisfactory performance. The Timber Sale officer may observe the Purchaser’s

inspection at any time and shall otherwise have unlimited access to the inspection data. Inspection procedures must provide the following information:

**D.1.2.1 Plot Inspections.** Where the unit of measure is per acre, the Purchaser shall maintain a plot system that provides an unbiased sample.

The plot system shall be consistent with method of work. The Purchaser shall sample at least 1-percent of the unit, with a minimum of 5 plots per unit.

- a) Plots shall be marked and identifiable on the ground, this includes plot numbers and visible flagging.
- b) The Purchaser shall provide inspection sheets and a sketch map of the unit with plot locations to the STATE. Inspection sheets shall be signed and dated by the person who conducted the inspection and shall certify that the inspection records are complete and accurate.

**D.2 Acceptance of Services**

The Purchaser shall provide a written request for inspection and submit inspection sheets in accordance with the QCP. The STATE will conduct an inspection and up to one re-inspection for each unit. If the Purchaser fails to meet the minimum AQL, the Purchaser shall rework the unit. Anytime more than two inspections are required per unit, the Purchaser may be assessed for additional inspections, which will include mileage and hourly rate of the STATE. If follow-up inspections indicate that the minimum AQL was not met, the work will be deemed unsatisfactory and a deduction in payment may result (Section F.2.1). Acceptance may be made for all or portions of work.

**SECTION E – SCHEDULES AND REPORTS**

The Purchaser shall provide the following submittals as stated below unless otherwise mutually agreed upon. The Purchaser shall update all submittals as needed, or as required by the Timber Sale Officer, but in no case less than once per calendar year on a date specified by the Timber Sale Officer:

<i>ITEM DESCRIPTION</i>	<b>SUMBITAL DUE</b>	<b>COPIES REQUIRED</b>
<u>Proposed Operation Plan (Overall Schedule):</u> The Purchaser shall prepare and submit two copies (or one electronic copy) of a practicable schedule showing the order in which the Purchaser proposes to perform the work, and the starting and completion dates of various phases of the work. The schedule shall comply with the contract time requirements in the contract. The schedule shall be provided in either 8.5’x11’ or 11’x17’ format.	With Proposal	2
<u>Subcontractors:</u> List of proposed sub-contractors and their intended work. Sub-contractors must have Timber Sale Officer’s written approval prior to starting work on the project.	With Proposal	2
<u>Traffic Control Plan.</u> The Purchaser shall prepare and submit a Traffic Control Plan detailing conformance with OSHA requirements, MUTCD requirements, and all other contract requirements, and the requirements included in the Appendices, if any.	10 days after issuance of Notice to Proceed	2
<u>Soil Erosion and Water Pollution Control Plan.</u> The Purchaser shall prepare and submit an Erosion Control Plan detailing permanent and temporary control measures to minimize erosion and sedimentation during and after contract performance. Plan shall conform to all contract requirements,	10 days after issuance of Notice to Proceed	2

including the requirements in the Appendices, if any.		
<u>Safety Plan</u> . The Purchaser shall comply with all applicable State Safety Orders, Title 8, California Code of Regulations for all activities under this contract.	10 days after issuance of Notice to Proceed	1
<u>Quality Control Plan</u> . Submit original with proposal. Any updates need to be provided for approval to the Timber Sale Officer.	With Proposal	2
<u>Designation of Contractor</u> personnel describe personnel and their responsibilities and authorities under this contract.	At pre-work Meeting	2
<u>Certify</u> compliance with specific Contract and California Public Resources Code (CPRC) fire precautionary measures. Refer to contract requirements, including the requirements in the Appendices, if any.	At pre-work Meeting	

All schedules and reports shall be submitted to the Timber Sale Officer.

**SECTION F – CONTRACT ADMINISTRATION DATA****F.1 Measurement**

All linear and area measurements under this contract are measured on a horizontal plane.

**F.2 Payment**

It is anticipated that funds will be exchanged in the performance of this contract because the value of the timber or other products will not completely offset the value of the work to be performed. Payment shall only be made under this clause to the extent that the work performed will not be offset by the timber or other products value during the contract period.

The value of work completed and timber or other products removed will be documented in a Statement of Account produced monthly when harvesting operations are underway.

**F.2.1 Payment Reductions for Service Items****F.2.1.1 Payments for tasks meeting stated minimum AQL or above**

The STATE expects to receive quality services. The minimum AQL is required to achieve a satisfactory performance rating. Full payment will be made for final work meeting at least identified AQL and above (As identified in Appendix A).

**F.2.1.2 Payments for task with AQL between 1% and 10% below minimum AQL**

The STATE will determine if the task deliverable cannot or will not be reworked to achieve the minimum required AQL, in which case payment of 90% of the unit price will be applied to tasks falling between 1% and 10% below identified AQL.

Example - 90% AQL is achieved on task with 95% AQL requirement (5% below minimum AQL.) Unit price is \$10,000.00

$$10,000 \times 90\% = 9,000 \text{ price to be paid for unit.}$$

**F.2.1.3 Payments for task with AQL between 11% and 20% below minimum AQL**

If the task deliverable cannot or will not be reworked to achieve the minimum required AQL, payment of 90% of the unit price times the actual AQL received will be applied to tasks falling between 11% and 20% below identified AQL.

Example - 75% AQL is achieved on task with 95% AQL requirement (20% below minimum AQL.) Unit price is \$10,000.00

$$10,000 \times 90\% = 9,000 \times 75\% = \$6,750.00 \text{ price to be paid for unit.}$$

**F.2.1.4 Payments for tasks with AQL below 21% minimum AQL**

If the task deliverable cannot or will not be reworked to achieve the minimum required AQL, payment of 80% of the unit price times the actual AQL received will be made for AQL falling below 21% required AQL.



Example - 70% AQL is achieved on task with 95% AQL requirement (AQL is 25% below minimum AQL.) Unit price is \$10,000.00

$$10,000 \times 80\% = 8,000 \times 70\% = \$6,400.00 \text{ price to be paid for unit.}$$

**F.2.2 Re-Inspection Costs for Service Items**

If rework of task(s) is required, the Purchaser will be assessed the costs incurred by the STATE in performing such activities. One inspection will be authorized at no charge to the contractor for work that does not meet the AQL

The table below lists charge rates for STATE re-inspection of work.

Activity	Charge rate
STATE wages (per employee performing re-inspection)	\$50.00/hour
*STATE mileage	\$0.575/mile

\*Mileage reimbursement rate in effect January 1, 2020 is \$0.575 per mile. Mileage rates change periodically and the most current mileage rates for assessed damages at the time will be used.

**F.2.3 Final Payment – Release of Claims**

The STATE shall pay the amount due the Purchaser under this contract after—

- (1) Completion and acceptance of all work;
- (2) Presentation of a properly executed invoice; and
- (3) Presentation of release of all claims against the STATE arising by virtue of this contract, other than claims, in stated amounts, that the Purchaser has specifically excepted from the operation of the release.

**F.3 Incidental Payment Items**

The intent of the contract is to provide for the complete performance of the project described in the contract. Unless otherwise provided, the Purchaser shall furnish all labor, materials, equipment, tools, transportation, and supplies and perform all work required to complete the project in accordance with drawings, specifications, and provisions of the contract. Payment for contract work will be made only for and under those pay items included in the Schedule of Items. All other work and materials will be considered as incidental to and included in the payment for items shown.

**F.4 Product Payment Guarantee and required deposits**

To guarantee payment for product in advance of cutting, Purchaser will provide a product payment guarantee in the form of an acceptable surety payment bond, irrevocable letter of credit (ILOC), cash, or a deposit in a Federal Depository negotiable security of the United States.

Securities shall be deposited through the Timber Sale Officer accompanied by a power of attorney and agreement authorizing the bond-approving officer to sell or collect such securities if payment is not made within

15 days of billing by STATE. The penal sum of such surety bond or the market value at time of deposit of such negotiable securities shall be the maximum amount of the payment guaranteed.

## **SECTION G - SPECIAL CONTRACT REQUIREMENTS**

### **G.1 Key Personnel**

(a) The Purchaser shall assign to this contract the following key personnel:

Overall Project Manager

Logging Supervisor

Fuels Treatment Supervisor

Individual Sub-Managers – Individuals supervising individual sub-contracts for work items not covered by personnel noted previously herein.

Information on key personnel qualifications are found in Section C.

(b) During the first ninety (90) days of performance, the Purchaser shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Purchaser shall notify the Timber Sale Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) below. After the initial 90-day period, the Purchaser shall submit the information required by paragraph (c) to the Timber Sale Officer at least 15 days prior to making any permanent substitutions.

(c) The Purchaser shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Timber Sale Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Timber Sale Officer will notify the Purchaser within 15 calendar days after receipt of all required information of the decision on substitutions. The contract will be modified to reflect any approved changes of key personnel.

### **G.2 Safety**

Purchaser's Operations shall facilitate STATE safe and practical inspection of Purchaser's Operations and conduct of other official duties on Contract Area. Purchaser has all responsibility for compliance with safety requirements for Purchaser's employees. In the event that a conflict develops between the requirements of this contract or agreed upon methods of proceeding hereunder and State or Federal safety requirements, the contract shall be modified and Purchaser may request an equitable adjustment.

### **G.3 Road Maintenance**

Purchaser shall maintain roads, commensurate with Purchaser's use, in accordance with Road Maintenance Requirements and the Road Maintenance Specifications (Section 18 of the Timber Sale Contract). Performance of road maintenance work by Purchaser may be required prior to, during, or after each period of use. The timing of work accomplishment shall be based on Purchaser's Progress Schedule.

*Section H- Intentionally left out*

**SECTION I - LIST OF ATTACHMENTS**

**I.1 List of Attachments**

The following attachments are made a part of this solicitation and any resultant contract.

1. Deadwood Stewardship Timber Sale Contract
2. Appendix A - Service Work Technical Specifications
3. Attachment 1- Deadwood Stewardship Sale Area Map – Work Items
4. Attachment 2 – Additional Project Design Features

*Section J- Intentionally left out***SECTION K – INQUIRIES**

Inquiries and all correspondence concerning this solicitation should be submitted in writing to the Timber Sale Officer. Offerors should contact only the Timber Sale Officer issuing the solicitation about any aspect of this requirement prior to contract award.

**SECTION L – PROPOSAL PREPARATION INSTRUCTIONS****General Instructions**

Proposals shall conform to the instructions provided in this section. Proposals shall be neat, clearly and concisely written, indexed and logically assembled. The intent of your proposal is to communicate why you should be selected. Therefore, ensure you address (answer) each instruction element. Failure to properly respond may eliminate you from the competition. The proposal must include a technical and business proposal. Each of the parts shall be separate and complete so that evaluation of one may be accomplished independently from evaluation of the other. The technical proposal must not contain reference to cost; however, resource information (such as data concerning labor hours and categories, materials, subcontracts, etc.) must be contained in the technical proposal so that the contractor's understanding of the statement of work may be evaluated.

Prospective offerors shall concurrently submit two separate documents:

- (a) **Volume I - Technical Proposal** - One original. DO NOT return the entire solicitation with your proposal.
  - (i) Experience questionnaire should be included with your technical proposal or alternate format that provides all information requested.
  - (ii) Respond to each evaluation criteria described below.
- (b) **Volume II - Price Proposal** - One original – do not include a copy of your technical proposal with your price proposal. DO NOT return the entire solicitation with your proposal.

Include in your price proposal:

- (i) Complete Section B, Schedule of Items, for all items listed. The schedule of items with extensions completed
- (ii) Complete and return all certifications identified in Section E.

All proposals must be complete, self-sufficient, and respond directly to the requirements of this solicitation. Any commitments made in the proposal shall become a part of the resultant contract. Apparent inconsistencies between promised performance and statement of work shall be fully explained. Any significant inconsistency, if unexplained, raises a fundamental issue of the offeror's understanding of the statement of work and/or ability to perform the contract. This may be a basis for rejection of the proposal. In no case shall words like "we will comply with the requirements of the contract," or equivalent statements, be acceptable to meet the requirements of this solicitation. **Failure to comply with these instructions may result in the offeror's proposal being found non-responsive.**

Offeror's are cautioned that the STATE intends to award a contract without discussions; thus, initial proposal should represent the best possible effort.

Submitted materials should be fully responsive to and consistent with the requirements of the solicitation and the evaluation criteria. The format of the proposal shall be:

- a) **Pages shall be 8 ½ x 11.** Typing fonts should be no smaller than 12 pitch in a font that is easily readable such as Times, Times New Roman, or Arial.
- b) **A single staple in the upper left had corner is permissible** – do not bind nor place proposal in a folder. Elaborate format color representations, and bindings are not desirable.
- c) Proposal pages should be numbered and **not more than 50 pages in length for each volume.**

Restriction on disclosure and use of data: Offerors that include in their proposals data that they do not want disclosed to the public for any purpose, or used by the STATE except for evaluation purposes shall mark the title page with the following legend: “This proposal includes data that shall not be disclosed outside the STATE and shall not be duplicated, used, or disclosed, in whole or in part for any purpose other than to include in contract award.” Other pages should reference title page statement. Or any other restriction on release of proposal information.

**Disposition of Proposals:** The original copy of the technical and cost proposal will be retained with the contract file. All copies of technical proposals will be destroyed after completion of technical evaluations.

### **Proposal Preparation Instructions for Evaluation Factors**

NOTE: All portions of the Offeror’s technical proposal will be incorporated into any resultant contract.

#### **FACTOR 1. TECHNICAL APPROACH**

**1A. Work Plan and Schedule.** Address your proposed work plan as outlined in C.4. Include the sequence and methodology of accomplishing the timber removal and mandatory work activities in such manner that your, or your subcontractor’s, approach to, and coordination between, the various operations are clearly described. Address the removal and utilization of non-saw material. Describe your approach for ensuring resource protection. Address both completion of work within individual units and a general plan for sequence of work across the project, including all work items. What work element(s), if any, will be completed independent of product removal? Address how you will schedule treatments to minimize the impact on local roads and trails.

**NOTE:** This is NOT a request for a detailed logging plan. After award and prior to beginning work, the Contractor must, as stated in the timber or other products removal specifications, submit a detailed logging and resource protection plan covering each unit and subject to approval by the Contracting Officer.

**1B. Key Personnel.** Provide the resumes of the persons to be designated as the Overall Project Manager, Logging Supervisor, Fuels Treatment Supervisor, Road Construction Supervisor(s), and individual sub managers. Include list of successfully completed projects within the last three years, including reference names and phone numbers for these projects.

**1C. Equipment.** Specify the equipment to be used to accomplish timber removal and mandatory work activities. Include make and model of proposed equipment.

**1D. Quality Control Plan.** Address your proposed Quality Control plan as outlined in Section D.1.

- a) What supervisory and instruction measures you will employ to ensure that contract specifications will be met prior to requesting a Forest Service inspection?
- b) What are your self-inspection measures, including how you will inspect work for compliance with specification?

- c) Fully explain how project management/oversight will be accomplished for this project.

### **FACTOR 2. PAST PERFORMANCE.**

Furnish a list of three projects of relevant and similar magnitude completed by the firm within the last five years. For each project cited, provide:

- a) the name of the project,
- b) the location of the project,
- c) the total cost of the project,
- d) brief narrative of the project (less than ½ page per project)
- e) name of the Government Agency, Company, or Individual contracting the work,
- f) the name and phone number of the Contracting Officer, project Engineer (if a non-government project), or individual administering the project, and
- g) any evaluations that you received.

The technical proposal must address past performance for both the Offeror and any proposed major subcontractors. Companies lacking relevant past performance history will be evaluated on past performance information regarding predecessor companies, key personnel who have relevant experience, or subcontractors that will perform major or critical aspects of the requirement when such information is relevant to this acquisition.

### **FACTOR 3. BENEFITS TO LOCAL COMMUNITY**

The offeror shall describe how its planned activities in performance of the project will provide a direct economic benefit to the local and rural community, the potential magnitude of benefit, and how this benefit will be quantified.

If proposing to use local work force, explain how you will recruit and utilize labor, subcontractors, and other workforce, as skills allow, from:

- Siskiyou County

Also provide an estimate on the number of woods workers to be employed who reside in the county and adjacent counties where the project is located, and sub-contractors to be employed from the city/area where the project will occur.

### **FACTOR 4. PRICE.**

Refer to Section L – General Instructions for proposal preparation instructions. Provide your most competitive price on the Schedule of items in Section B. Note: work item unit price prevails; all pricing should be in the format of dollars and cents. Price quoted on the Timber Removal Price schedule will not be used for evaluation of proposals.

Any changes to a proposal made by the offeror after its initial submittal shall be accomplished by replacement pages. Changes from the original page shall be indicated on the outside margin by vertical lines adjacent to the change. The offeror shall include the date of the amendment on the lower right corner of the changed pages.

**Pre-Bid/Pre-Proposal Conference**

- (a) The STATE is planning a pre-bid/pre-proposal conference, during which potential Offerors may obtain a better understanding of the work required.
- (b) Offerors are encouraged to submit all questions in writing at least five (5) days prior to the conference. Questions will be considered at any time prior to or during the conference. However, Offerors will be asked to confirm verbal questions in writing. Subsequent to the conference, an amendment to the solicitation containing an abstract of the questions and answers, and a list of attendees, will be disseminated.
- (c) In order to facilitate conference preparations, it is requested that the person named on the Standard Form 33 of this solicitation be contacted and advised of the number of persons who will attend.
- (d) The STATE assumes no responsibility for any expense incurred by an Offeror prior to contract award.
- (e) Offerors are cautioned that, notwithstanding any remarks or clarifications given at the conference, all terms and conditions of the solicitation remain unchanged unless they are changed by amendment to the solicitation. If the answers to conference questions, or any solicitation amendment, create ambiguities, it is the responsibility of the offeror to seek clarification prior to submitting an offer.
- (f) The conference will be held:

Date:     TBD    

Time:                     

Location:

## SECTION M - EVALUATION FACTORS FOR AWARD

### M.1 EVALUATION, NEGOTIATION AND AWARD PROCESS

Proposals will be evaluated and rated to determine which Offerors are within a competitive range, price and other factors considered. Award may be made without further negotiations. Proposals should be submitted initially on the most favorable terms that the offeror can submit to the STATE, from both price and technical standpoints. However the STATE may, after evaluation of proposals, conduct further oral or written discussions as appropriate, with all offerors whose proposals are within a competitive range. Proposals that do not address one or more criteria or sub-factors, may not be considered further for award.

Firms lacking a past performance record (e.g., new firms or those with no relevant experience within their organization) will be treated as an unknown performance risk, receiving a neutral score in this criteria.

**Award Statement.** Award will be made to that offeror whose technical/cost relationship is the most advantageous to the STATE. The critical factor in making any cost/technical trade-offs is not the spread between the technical ratings (see Evaluation Factors below), but rather the significance of that difference. The significance of the difference in ratings will be determined on the basis of what that difference is and what it would cost the STATE to take advantage of it. Award may not necessarily be made for technical capabilities that would appear to exceed those needed for fulfilling the requirements of this contract. The STATE reserves the right to make cost/technical trade-offs that are in the best interest and to the advantage of the STATE.

### M.2 EVALUATION FACTORS

Proposals shall be prepared and submitted in accordance with proposal instructions contained in Section L for the evaluation factors listed below. Note: For the purposes of evaluation, the STATE will consider the prime contractor and any proposed major subcontractor(s) as one entity.

#### Factor 1 – Technical Approach

Subfactor 1: Work Plan and Schedule

Subfactor 2: Key Personnel

Subfactor 3: Equipment

Subfactor 4: Quality Control Plan

#### Factor 2 – Past Performance

#### Factor 3 – Benefits to Local Community

#### Factor 4 – Price

#### **RELATIVE IMPORTANCE:**

All technical evaluation factors are equal in importance. Within each factor, all stated subfactors, if any, are of equal importance. Factors and subfactors will be evaluated based on the assessed strengths, weaknesses, risks and deficiencies of each offeror's proposal.

All evaluation factors other than cost or price, when combined, are approximately equal in importance to price.



## **FACTOR 1. TECHNICAL APPROACH**

### **EVALUATION OF FACTOR 1. TECHNICAL APPROACH**

The STATE will evaluate the **work plan and schedule** subfactor for completeness, integration of service and product removal, maximization of the use of harvested material (both sawtimber and non-sawtimber), mitigation in the number of entries, schedule treatments to minimize the impact on local roads and trail use, overall understanding of the project, and extensiveness and feasibility of the proposed schedule and sequence of work.

The STATE will evaluate the **key personnel** subfactor by considering the experience of identified key personnel, including number of similar, successfully completed projects.

The STATE will evaluate the **equipment** subfactor by evaluating the suitability and adequacy of proposed equipment to be used on this contract.

The STATE will evaluate the **quality control plan** subfactor by assessing how well the offeror's narrative addressed the Quality Control Plan requirements outlined in the Quality Control Plan factor in Section L, as well as how feasible and adequate the proposed quality control measures will be in ensuring acceptability of all work products.

### **EVALUATION OF FACTOR 2. PAST PERFORMANCE**

Past Performance. Past performance is a measure of the degree to which you, as an organization, have satisfied your customers, and complied with Federal, state, and local laws and regulations. The STATE may inquire about the following elements, which are equal in importance in relation to each other, (1) quality of the offeror's work; (2) overall business relations.

There are two aspects to the STATE's evaluation of past performance. The first is to evaluate the offeror's past performance to determine how relevant and recent the effort accomplished by the offeror is to the effort to be acquired through this source selection. The second aspect of the past performance evaluation is to determine how well the offeror has performed on the contracts by gathering information from current and previous customers of the offeror.

STATE evaluators may avail themselves of various federal, state, and local past performance databases. The STATE may research offeror performance on any federal, state, local, and commercial contract performance of the offeror that is known to the STATE, even if the information is not provided to the STATE from the offeror. Additionally, the personal experience and evaluator knowledge of offeror performance may be utilized.

The STATE will consider the relevance of past performance information obtained in relation to the scope of this procurement with respect to both similar efforts, and the length and scope, number, and complexity. Past performance, either positive or negative, which is considered by the STATE to more closely related to the scope of this effort, will be given additional weight in the evaluation process.

Past performance of any proposed critical subcontractor that contributes positively or negatively to the overall expertise of the offeror will be considered.

Offerors with past performance data will be evaluated in the same manner as all other evaluation factors.

NOTE: Those offerors with no past performance data will be treated as an unknown performance risk and be evaluated favorably nor unfavorably. Therefore, offerors will receive credit for good past performance, lose credit for poor past performance, and neither receive nor lose credit for no relevant past performance (FAR 15.305).

**EVALUATION OF FACTOR 3. BENEFITS TO LOCAL COMMUNITY**

For the Benefits to Local Community Factor, the STATE will evaluate (1) the extent to which the offerors proposal describes how its planned activities in performance of the project will provide a direct economic benefit to the local community, including how this benefit will be quantified; (2) the effectiveness of the offeror's strategy and likelihood of success; and (3) potential magnitude of economic benefit to the local community.

If proposing to use local work force, the government will consider the extent of utilization of work forces from milling facilities in Siskiyou County, woods workers who reside in the county and adjacent counties where the project is located, and sub-contractors to be employed from the city/area where the project will occur.

**EVALUATION OF FACTOR 4. PRICE:**

The STATE will evaluate price independently of Factors 1, 2 and 3. Upon completion of evaluation of the technical factors, price will be considered in the final evaluation.

### Experience Questionnaire

Instructions: See Box 10, Remarks, if extra space is needed to answer any item below. Mark X in the appropriate boxes.

**1. Contractors Name, Address, & Telephone No.**

( ) -  
**Email:** @ .

**2. Type of Business: (Include letter of authorization on who can bind or sign for company) see FAR 4.102**

Sole Proprietor (no letter needed)	Partnership (Copy of Agreement w/auth.)
Corporation (Agent, authority)	LLC
Non-profit Organization	Joint Venture (All Parties sign)

**3. How many years experience do you have in this line of work? \_\_\_\_\_ Years**  
**4. How many years experience as a prime contractor? \_\_\_\_\_ As a subcontractor?**

**5. Relevant Projects: Provide information requested in Factor 2.1 - Experience on relevant projects your business has completed in the last 3 years:**

**6. List below all of your firm’s contractual commitments running concurrently this solicitation**

<u>Contract Number</u>	<u>Award Amount</u>	<u>Percent Completion</u>	<u>Awarded Units</u>	<u>Date Contract Completed</u>	<u>Contact Name, Address, &amp; Telephone Number.</u>

**7a. Have you ever failed to complete any work awarded to you? Yes No**  
**7b. Has work ever been completed by performance bond? Yes No**  
**7c. If ‘Yes’ was checked to either item 7a or 7b, specify location(s) and reason(s) why:**  
**7d. Did you look at the project site(s) on-the-ground? Yes No**

**8. Organization that will be available for this project:**

- a. All work performed by prime, OR Subcontracting \_\_\_\_\_% to be performed by sub.  
(Include information on Subcontractors)
- b. Minimum number of employees: \_\_\_\_\_ and Maximum number of employees:
- c. Are employees regularly on your payroll? Yes No
- d. Specify equipment available for this contract:
- e. Estimate rate of progress (Such as acres/day, miles/day, or other rate):  
 Minimum progress rate: \_\_\_\_\_ Maximum progress rate: \_\_\_\_\_

**9. List the experience of the principal individuals of your business that will be assigned to this project:**

<u>Individuals Name</u>	<u>Present Position</u>	<u>Years of Experience</u>	<u>Type of Work</u>

<b>10. Remarks:</b>			
<b>11. Certification: I certify that all of the statements made by me are complete and correct to the best of my knowledge and that any persons named as references are authorized to furnish the Forest Service with any information needed to verify my capabilities to perform this project.</b>			
<b>(Printed Name)</b>	<b>(Signature)</b>	<b>(Title)</b>	<b>(Date)</b>