



**EAST CONTRA
COSTA COUNTY
HABITAT
CONSERVANCY**

City of Brentwood

City of Clayton

City of Oakley

City of Pittsburg

Contra Costa County

To: Bay Area and Northern California Environmental Firms

From: East Contra Costa County Habitat Conservancy

Date: August 29, 2023

Subject: On-Call Preserve Maintenance and Adaptive Management Services for the East Contra Costa County Habitat Conservancy

The East Contra Costa County Habitat Conservancy (“Conservancy”) is soliciting proposals from firms interested in providing a range of services related to implementing the East Contra Costa County Habitat Conservation Plan/Natural Community Conservation Plan. We anticipate hiring a number of firms to cover the breadth of preserve maintenance tasks and provide on-call services. The Conservancy may also release subsequent RFPs for additional specific tasks.

The Conservancy is seeking firms to assist with a variety of tasks. These tasks can be summarized into two areas: (a) general restoration project and preserve maintenance; and (b) adaptive management (minor construction/earthwork).

Qualified firms interested in providing the services described further in the enclosed Request for Proposals (RFP) must submit their proposals electronically in PDF format by 5pm on November 20, 2023 to **both** email addresses listed within the RFP. Selected firms may be invited to interview and present their firm’s proposal. Please see the RFP for additional information regarding the proposal process.

Questions about the RFP should be directed to:

Abby Fateman at: abigail.fateman@dcd.cccounty.us / (925) 655-2908



East Contra Costa County Habitat Conservancy *On-Call Preserve & Restoration Project Management and Adaptive Management Services* Request for Proposals



Date Issued:	August 29, 2023
Response Due Date:	November 20, 2023 by 5:00 pm
Contact:	Abby Fateman, Executive Director
Email/Phone:	Abigail.Fateman@dcd.cccounty.us / (925) 655-2908
Regular Mail, Express Mail, Hand Delivery:	East Contra Costa County Habitat Conservancy Contra Costa County Department of Conservation and Development 30 Muir Road Martinez, CA 94553
Email Submittal:	abigail.fateman@dcd.cccounty.us maureen.parkes@dcd.cccounty.us

Introduction

The East Contra Costa County Habitat Conservancy (the Conservancy), in its role implementing the East Contra Costa County Habitat Conservation Plan/Natural Community Conservation Plan (the Plan), is soliciting proposals from firms interested in providing on-call services to assist with management of the 13,000 acre preserve and nine restoration projects, ranging from 0.1 acres – 10 acres in size.

All properties are located in eastern Contra Costa County. The 10 restoration sites currently requiring maintenance feature enhanced and/or created grassland, ponds, riparian habitat, and wetlands. Service area and project locations are included on the attached map (see Attachment 1). Note, as new properties are acquired and new projects are constructed, the service area will be updated.

The maintenance provider will be expected to travel to these restoration project sites and perform specified tasks such as herbicide application, watering, removing targeted weeds by hand and via mechanical methods, and replanting and re-seeding native plants as directed. The maintenance provider needs to be available on an on-call basis and, if necessary, to perform maintenance on a periodic basis at a specified interval.

Firms may be considered for **all tasks** or may **clearly indicate selected tasks** for which they would like to be considered. The Conservancy will select and contract with multiple firms to provide the services listed below. The division of tasks will be determined by the Conservancy on the basis of expertise and other practical considerations.

Services

The range of on-call services needed by the Conservancy are included below. Firms shall demonstrate that they employ or will sub-contract with personnel that are trained and skilled in conducting the on-call functions for which they would like to be considered. The on-call services include the following functions and types of activities. The list below may not be all-inclusive, but the list does characterize the typical services anticipated.

A. Preserve & Restoration Project Maintenance

If interested in being selected to provide regular maintenance work for restoration sites of preserve land management activities, the contractor must manage and track work by project site, communicate schedule of work activities, document before and after conditions with each invoice, and coordinate with Conservancy staff and biologists to ensure work is completed.

- 1) Vegetation Management:
 - i. Weed control (including: hand weeding, mechanical control, herbicide application) Note if providing herbicide services, the selected contractor must be able to provide monthly reporting on use.
 - ii. Planting
 - iii. Seeding
 - iv. Irrigation/hand watering
- 2) BMP/erosion control installation and maintenance
- 3) Fencing (5 strand barbed wire installation, fence repair, electric fence installation)
- 4) Debris Removal

B. Adaptive Management

- 1) Grading of small areas
- 2) Excavating soil test pits, test basins
- 3) Hydroseeding and manual seeding
- 4) Installation/maintenance of grazing infrastructure including water tank/livestock trough, waterlines, shade structures, exclusion fencing (small projects)
- 5) Installation of BMPS/erosion control
- 6) Other earthwork and site repairs, as needed
- 7) Pond repairs including berms/inlets/outlets

Proposal Requirements

The following elements are required to be considered through this Request for Proposals:

1. **Cover letter** indicating which tasks the firm is interested in being considered to perform (A, B, certain tasks listed, or all tasks). The letter should describe the project management approach for tracking maintenance activities in A (*Preserve & Restoration Project Maintenance*). The letter should also include the name of a single contact person for the selection process. Include phone number(s), address, and e-mail address.
2. **Cost per hour for labor classifications and equipment.** Note that work conducted under this contract will be subject to California prevailing wage requirements.

Labor (sample)

Foreman
Laborer
Licensed Qualified Herbicide Applicator
Equipment operators
Consulting
Additional classifications as needed
Project management

Equipment (sample)

Hand tools
Weed trimmer
Chain saw
High weed mower
Riding mower
Tractor/backhoe/front loader etc.
Herbicide application equipment
Hydroseeder
Water truck
Pick-up truck
ATV
Small water trailer

3. Mark up rate for materials and rentals.

4. Cost per mile for travel to/from project sites.

5. References. Provide the names of the last three public agencies, conservation organizations, or private firms that work was performed for that most closely qualifies firm to perform work under this RFP. Include the name, job position/title, and current phone number (please verify the number is current) or at least one individual with the organization that is familiar with the work performed by the firm.

Note: Herbicide Application Requirements

All herbicide application activity shall comply with the East Bay Regional Park District’s technical specifications (See Attachment 2). Contractor’s proposal shall acknowledge and agree to comply with these requirements in order to be considered for work under this RFP. Sample herbicide application forms have been included in Attachment 2.

Submittal

All proposals must be received by November 20, 2023 at 5pm. This is a firm deadline, and no proposals will be accepted after this time. Proposals will be accepted electronically or by hard copy.

Electronic submission of proposals: Please submit proposals electronically (in PDF format) **by email to both:** Abigail.Fateman@dcd.cccounty.us **and** Maureen.Parkes@dcd.cccounty.us .

Hard copies of proposals must be received by the deadline (postmarks will not count as meeting the deadline). Hard copies should be mailed to:

East Contra Costa County Habitat Conservancy
Contra Costa County Department of Conservation and Development
30 Muir Road
Martinez, CA 94553
Attn: Maureen Parkes

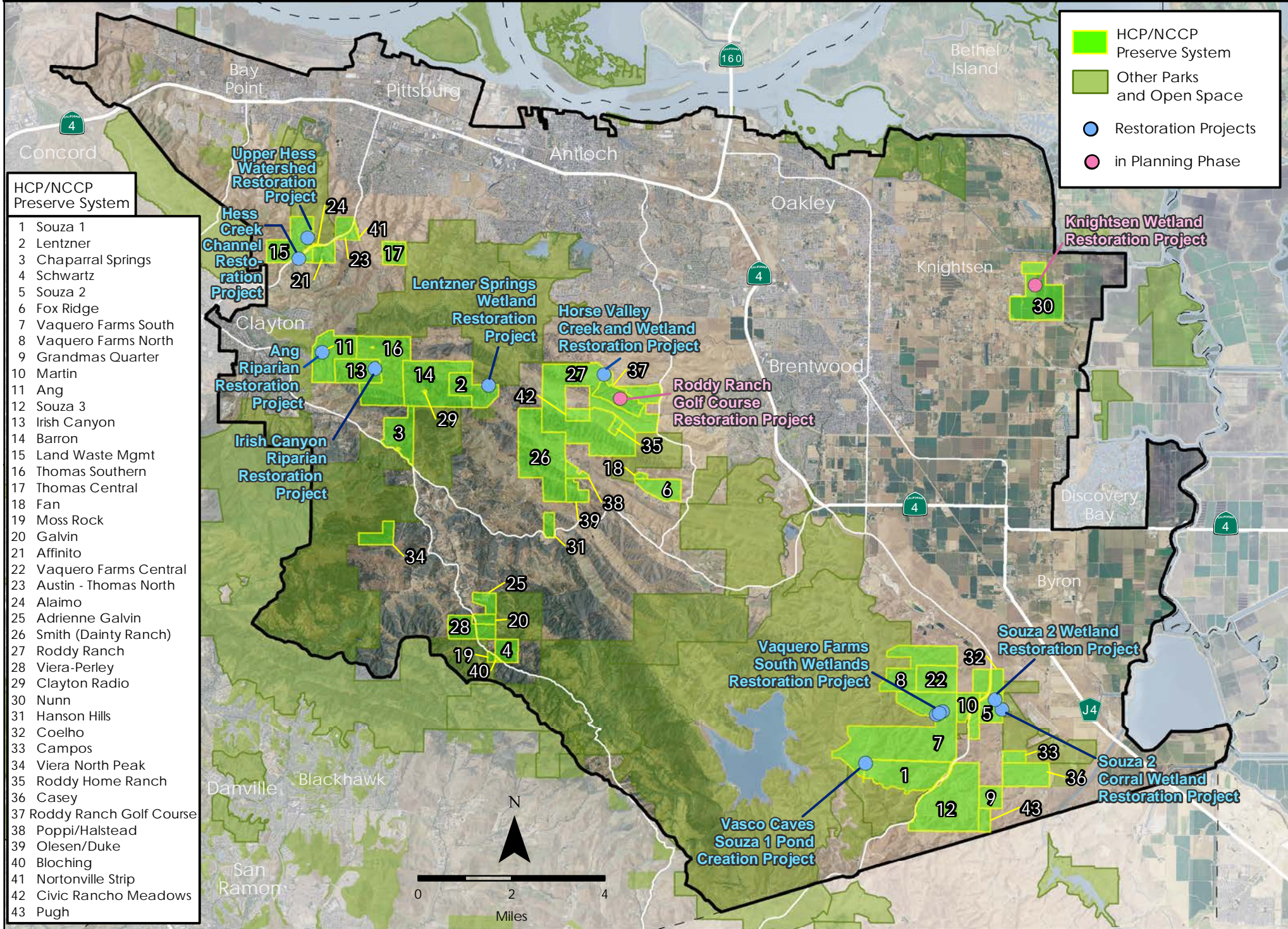
Proposal Review and Selection Process

Only firms that best demonstrate they are qualified to perform work outlined in this RFP will be considered. The Conservancy anticipates selecting multiple contractors to conduct work under this RFP for one year, with the potential to extend the contract. The Conservancy reserves the right to reject any or all proposals.

Schedule: The selection process will be conducted on the following tentative schedule.

Requests for Proposals issued:	August 29, 2023
RFP response submittal deadline:	November 20, 2023
Conservancy review of proposals, reference checks and potential interviews:	Week of November 20 – December 8, 2023
Contract(s) awards to be considered by the Conservancy Board:	December 18, 2023

Questions and communication regarding the project described in this RFP shall be directed to Abby Fateman: Abigail.Fateman@dcd.cccounty.us/ 925-655-2908



Technical Specifications for Herbicide Application

Pest Control Requirements

Pesticide use regulations in California designate Parks and their associated facilities (picnic areas, parking lots, roadways, turf, landscape, rangeland, open space, trail systems, etc.) as “Agricultural Use” sites (Sec. 11408 Food and Agriculture Code). Contractors and/or subcontractors applying any pesticide on District lands shall comply with the following:

- Pesticide application(s) must be performed by a licensed pest control operator (PCO) who is registered to perform such services in the county where application will take place.
- Evidence of California Licensed/Qualified Applicator (QAL/QAC) licensing must be provided.
- Pest Control Operator is responsible for posting and removing on-site pesticide application signs in District-approved format (these will be provided by the District). These signs shall be prominently displayed at the work site each day of herbicide application, and must be located to maximize visibility and remain in place for 24 hours.
- As a condition of payment, the Pest Control Operator shall provide the District with a written accounting of the total amount of raw concentrate pesticide applied and the total area treated. A Pesticide Use Report form (which will be provided by the District for each work order) must be submitted by the 5th of the following month to Abby Fateman, ECCC Habitat Conservancy, 651 Pine Street, 4th Floor, NW, Martinez, CA 94553
- It is the responsibility of the Pest Control Operator to report usage to the respective County Agricultural Commissioner.
- All pest control activities shall be performed in accordance with the District pest management policies and practices. Contractor will receive a Pest Control Recommendation form from the Districts’ Integrated Pest Management Specialist for each work order, and recommended chemicals, or those comparable, must be used. Contractor may seek advice from the Districts’ IPM Specialist, and copies of the District Pest Management Guidelines are available upon request.

Summary of Work

Provide all materials, labor, and equipment necessary to complete the following:

- Application of herbicide(s).
- Compliance with submittal and reporting requirements.

Submittals

The following documents must be present on-site during herbicide application:

- Herbicide application schedule.
- Herbicide manufacturer's labels and material safety data sheets.
- Blue spray colorant manufacturer's labels and material safety data sheets.
- Drift management agent (when necessary) manufacturer's labels and material safety data sheets.
- Pest Control Recommendation, prepared by the District's IPM Specialist.
- Evidence of California Licensed/Qualified Applicator (QAL/QAC) licensing.

The following document must be submitted to Abby Fateman upon completion of herbicide application:

- Pesticide Use Report Form

Materials

- Complete list of District Board approved pesticides.
- Water
- Chemical/Herbicide
- Spray equipment
- Personal protection equipment

PESTICIDE USE REPORT

EAST BAY REGIONAL PARK DISTRICT
2950 Peralta Oaks Court, P.O. Box 5381
Oakland, CA 94605
(510) 635-0135, Ext. 2343

This form must be completed and sent to the IPM Specialist by the 5th of the following month that the pesticide application was made. Only Qualified Applicators may apply Category I, II and III pesticides.

1. Park: _____ Unit: _____
2. Date IPM Checklist and map of treatment site submitted for review:
3. Location of Application: Locations indicated on park map _____
4. Date of Application:
5. Pesticide recommended (category, EPA No., target pest species, etc.): _____
___ EPA Reg #.
6. Application Calculations (amount raw pesticide, total amount to be used, water, adjuvents, buffers, etc.): _____
7. Applicator's Name (QA No., categories, expiration date):

8. Date of Last Equipment Inspection and Calibration: N/A
9. Has the spray water been checked for acidity (pH)? N/A
10. Total Area Treated: Same _____ Less _____ More _____ than indicated on map.
11. Does the applicator have on site copies of pesticide label, Pest Control Recommendation, Worker Safety Training Form, MSDS, location of Emergency Medical Facility? Yes No
12. Hazard Communication training completed? Yes No
13. Reviewed by: Supervisor: _____ Unit Manager: _____
14. Date received by IPM Specialist: _____
15. Conditions or environmental notes at time of application:

Pest Control Recommendation

1. Operator of the Property.		2. Recommendation Expiration Date	
Address		City County	
3. Location to be Treated			
4. Commodity to be Treated			5. Acres or Units to be Treated
6. Method of Application: <input type="checkbox"/> Air <input type="checkbox"/> Ground <input type="checkbox"/> Fumigation <input type="checkbox"/> Other _____		7. Pest(s) to be Controlled	
8. Name of Pesticide(s)	Rate per Acre or Unit	Dilution Rate	Volume per Acre or Unit
9. Hazards and/or Restrictions: <input type="checkbox"/> 1. Highly toxic to bees. <input type="checkbox"/> 2. Toxic to birds, fish and wildlife. <input type="checkbox"/> 3. Do not apply when irrigation or run-off is likely to occur. <input type="checkbox"/> 4. Do not apply near desirable plants. <input type="checkbox"/> 5. Do not allow to drift onto humans, animals, or desirable plants. <input type="checkbox"/> 6. Keep out of lakes, streams, and ponds. <input type="checkbox"/> 7. Birds feeding on treated area may be killed. <input type="checkbox"/> 8. Do not apply when foliage is wet (dew, rain, etc.). <input type="checkbox"/> 9. May cause allergic reaction to some people. <input type="checkbox"/> 10. This product is corrosive and reacts with certain materials (see label). <input type="checkbox"/> 11. Closed system required. <input type="checkbox"/> 12. Restricted use pesticide (California and/or EPA). <input type="checkbox"/> 13. Hazardous area involved (see map and warnings) <input type="checkbox"/> 14. Other (see attachment)	10. Schedule, Time or Conditions		
11. Surrounding Crop Hazards			
12. Proximity of Occupied Dwellings, People, Pets, or Livestock			
13. Non-Pesticide Pest Control, Warnings and Other Remarks			
14. Criteria Used for Determining Need for Pest Control Treatment: <input type="checkbox"/> Sweep Net Counts <input type="checkbox"/> Leaf or Fruit Counts <input type="checkbox"/> Preventative <input type="checkbox"/> Field Observation <input type="checkbox"/> Pheromone or Other Trap <input type="checkbox"/> Soil Sampling <input type="checkbox"/> Other			
15. Crop and Site Restrictions: <input type="checkbox"/> 1. Worker reentry interval _____ days. <input type="checkbox"/> 2. Do not use within _____ days of harvest/slaughter. <input type="checkbox"/> 3. Posting required? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 4. Do not irrigate for at least _____ days after application. <input type="checkbox"/> 6. Do not feed treated foliage or straw to livestock. <input type="checkbox"/> 7. Plantback restrictions (see label) <input type="checkbox"/> 8. Other (see attachment)		N	
16. I certify that I have considered alternatives and mitigation measures that would substantially lessen any significant impact on the environment, and have adopted those feasible.		W	E
Adviser Signature	Date		
Adviser License Number			
Employer			
Employer's Address		S	



PUR

Date:

EAST BAY REGIONAL PARK DISTRICT

2950 Peralta Oaks Court, P.O. Box 5381

Oakland, CA 94605

Office: (510) 544-2343

Fax: (510) 635-3478

**Park staff applicators attend annual safety training!
No pesticide application without PCR and training!**

P a r k :

County:

Contract #:

Target species:

Location of Application:

Dates of Application:

Applicator's Name, Lic #

Pesticides & Adjuvents

EPA Reg #'s

Amount used of each

Total Mix

Purpose:

Application Method:

Spray Water pH check?

Haz Comm Training

Area/plants treated:

Supervisor Review:

Unit Manager:

PCR, Label, MSDS, Emergency Info, Worker Safety Training Form on site?

**Enviormental
Conditions**

**Chemical Method
Justificaiton**

Submit PUR by the 5th of the month following application.