



Puente Hills Habitat Preservation Authority

Endowment Provided by the Puente Hills Landfill

Request for Bids Tree Removal Scope of Work

September 15, 2021

BACKGROUND

The Puente Hills Habitat Preservation Authority (Habitat Authority) is a joint powers authority that owns and/or manages the 3,800+ acre Puente Hills Preserve within the cities of Whittier, La Habra Heights, and Hacienda Heights. According to its mission, the Habitat Authority is dedicated to the acquisition, restoration, and management of open space in the Puente Hills for preservation of the land in perpetuity, with the primary purpose to protect the biological diversity. Additionally, the agency endeavors to provide opportunities for outdoor education and low-impact recreation.

The Habitat Authority requests bids for work located in La Habra Heights from the lowest responsive, responsible bidder to remove dead or hazardous trees, and trim dead limbs from live trees, in La Habra Heights as identified by map or at the job walk. Dead, dying or hazardous trees are identified on the attached map in three priority zones. The scope of work will be dependent on the number of trees that can be removed, as specified by the Contractor in their bid, with the funds available.

Additionally, Contractor will be required to place signage at the job site indicating the funding source. This signage will be provided by the Habitat Authority on free-standing A-frames. Signage shall be in place during the work. Contractor will be required to take 5-10 photos during the work and will submit electronic copies to the Habitat Authority as the work progresses. These photos will be used for reporting purposes to the granting agency to access the grant funds.

The funds are from the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy's Wildfire Prevention Grant Program sourced from the Budget Act of 2020. A total of \$22,500 is available for this project.

Timeline:

Sept. 27, 2021- 10 am:	Mandatory Job Walk
Sept. 30, 2021- 12 pm:	Questions due
Oct. 7, 2021- 12 pm:	Bids due

Dead Tree Removals and Trimming General Provisions:

- Trees identified for removal shall be flush cut.
- Trees can only be felled when there is adequate felling area at least equal in radius to the height of the tree, unless stated otherwise below.
- Trees that cannot be felled due to adjacent trees, vegetation, roadways, buildings, structures, utilities and or lack of adequate felling area must be topped or sectioned.

A Joint Powers Agency created pursuant to California Government Code §6500 *et seq.*
7702 Washington Avenue, Suite C, Whittier, CA 90602 • Phone: 562 / 945 - 9003 • Fax: 562 / 945 - 0303



- Necessary safety precautions and traffic control measures must be taken when working next to an area, road, or trail used by vehicles or pedestrians.
- The Contractor must take all reasonable precautions to avoid damaging surrounding vegetation, including other trees, and prevent gouging of roadbed and erosion of soil as a result of tree removal operations.
- The Contractor can haul all materials off site or can chip material that is of appropriate size to 18” in diameter or less. The chips are to be spread in the adjacent fuel modification zone (at direction of Ranger or other Habitat Authority representative) to a thickness no more than six (6) inches in depth. No chips can be spread into any creekbeds. Larger material must be hauled off site. All disposal is the responsibility of the Contractor.
- For tree removal, all stumps of trees that are not dead at the time of removal must be stump treated with herbicide to prevent resprouting, unless stated otherwise.
- For tree trimming circumstances where the trunk and all limbs appear dead, stumps must be cut above living resprouts/suckers; only dead material may be removed during trimming; stumps must NOT be treated with herbicide unless otherwise directed by a Ranger or Habitat Authority representative.
- Any persons performing work in or around primary electrical lines must be trained to do so according to the “Electrical Safety Orders” of the State of California, including all amendments and revisions.
- Safety Equipment
Contractor shall provide and assure the use of appropriate safety equipment as required by Cal/OSHA for all work (i.e., hearing protection, helmets, boots, gloves, goggles, chaps, and shin guards). Any and all safety features such as guards, shields, safety stickers/decals, etc., which were originally supplied or recommended by the equipment or vehicle manufacturer shall remain in place and operational.

Safe Work Practices

Contractors shall comply with all applicable CAL/OSHA rules related to safe work practices

Heat Illness Prevention Program

Contractors shall comply with the CAL/OSHA Heat Illness Prevention Program.

Traffic Safety Program (Area Contracts)

Contractors are responsible for any required Temporary Traffic Control (TTC). The TTC shall conform to the most current California Manual on Uniform Traffic Control Devices (MUTCD) and shall be implemented under any of the following situations:

- Work on a road shoulder within 15 feet of the Traveled Way unless a K-Rail separates all personnel, work vehicles, and equipment from the Traveled Way (except city streets where vehicle parking is expected)
- Lane encroachment

- Lane closure
- Short duration street closure/blockage
- Any other situation where employees may be exposed to vehicular traffic, traffic-related flying debris, or an errant vehicle.

- Equipment Fueling

Appropriate equipment fueling and fuel handling procedures shall be observed at all times which include, but are not limited to:

- Fueling and servicing of equipment shall be performed outside regular working hours unless otherwise authorized by Deputy Chief Ranger Kenn Hughes.
- Fueling equipment only in conditions not conducive to fire hazards;
- Starting equipment at least 10 feet away from the fueling area; and
- Not using engine fuel (gasoline) as a cleaning solvent

Tree removals

A total of 63 trees have been identified for removal and 3 live trees have been identified for trimming as indicated on the attached map. They will be further identified at the job walk.

The trees are accessible at East Skyline Drive and Oak Ranch Road. The trees are categorized into three levels of priority for removal, with Priority 1 being the most important:

Priority 1 includes 47 trees of various diameters

Priority 1- Trim dead limbs includes trimming dead limbs from 3 additional live trees

Priority 2 includes 8 trees of various diameters

Priority 3 includes 8 trees of various diameters

Work must be completed within 21 calendar days.

Additional Specifications

- Site cleanup – Cleanup of branches, limbs, logs or any other debris resulting from any tree operations shall be promptly and properly accomplished. The work area shall be kept safe at all times until all operations are complete. Under no circumstances shall the accumulation of brush, limbs, logs or other debris be allowed in such a manner as to result in a hazard to the public. All debris from tree operations shall be removed each day before the work crew leaves the site unless permission is given by the Habitat Authority/Ranger to do otherwise. Keep the worksite clean and free of debris and trash.
- Work hours - All operation of tree work equipment shall be done between the hours of 7:00 a.m. and 4:00 p.m. and be completely cleaned up no later than 5:00 p.m. Monday through Friday. There will be NO work done on weekends or holidays unless prior approval is given by Habitat Authority staff or a Ranger.
- Damage to public or private property (including roads) – Should any structure or property be damaged during contracted tree operations, the persons conducting the work shall immediately notify the proper owners or authorities. Repairs to property damaged by the responsible party shall be made within forty-eight (48) hours, except utility lines which shall be repaired the same working day. Repairs on private property shall be made in accordance with the appropriate building code under permits issued by the local city. Any

damage caused by the contracted persons shall be repaired or restored by them at their expense to a condition similar or equal to that existing before such damage or injury, or they shall repair such damage in a manner acceptable to the Habitat Authority. No Habitat Authority contracted worker shall perform work upon private property without the consent of the property owner.

- Crew workers and supervisors shall conduct themselves in a courteous manner with all residents and Habitat Authority representatives.
- The Contractor shall at all times have one (1) person whom shall be responsible for the conduct and supervision of the crew, and shall speak english.
- Desired timeline: The anticipated schedule for the work is in the first 2 to 3 weeks of November 2021, or by extension in writing.

Other Requirements

- This is a **prevailing wage contract**.
- All contractors are required to have a state contractor's license and hold a City of La Habra Heights business license by the time the Contract is executed.
- The following minimum limits of insurance coverage:
 - Bodily Injury: \$1,000,000 each occurrence, \$2,000,000 annual aggregate,
 - Property Damage: \$1,000,000 each occurrence for Liability,
 - Automobile Liability: \$1,000,000, and
 - Workers Compensation as required by law
 - Habitat Authority, its agents, appointed Directors, and employees shall be named as additional insureds on each policy.
- Have portable toilet on site or take other steps to address workers' needs.
- The attached fire and safety precautions will need to be adhered to.

Specifics:

- **Mandatory Job walk:**
Monday, September 27, 2021 at 10 am
at the end of the cul-de-sac in front of
2572 E Skyline Dr
La Habra Heights, CA 90631
- If possible, please RSVP if you plan to attend by calling 562-945-9003 or emailing Melissa Miller, mmiller@habitatauthority.org.
- Please direct any questions to Andrea Gullo, 562-945-9003, agullo@habitatauthority.org by Thursday, **September 30, 2021 at 12 pm.**
- **Bids due in sealed envelope to Andrea Gullo by Thursday, October 7, 2021 at 12 pm. 7333 Greenleaf Ave., Whittier 90602. (Office opens at 8 am, face masks are required.) Early bids can be delivered by appointment or on Tuesday Oct. 5 or Wednesday Oct. 6 between the hours of 8am and 4pm. Please call in advance to ensure a staff member is in the office, (562) 945-9003.**

- The selected bid will be reviewed for possible action by the Habitat Authority Board of Directors on October 21, 2021.

REQUIRED NIB SUBMITTALS (ITEMS 1-6)

In order to be considered as an eligible bidder the Contractor must submit the following:

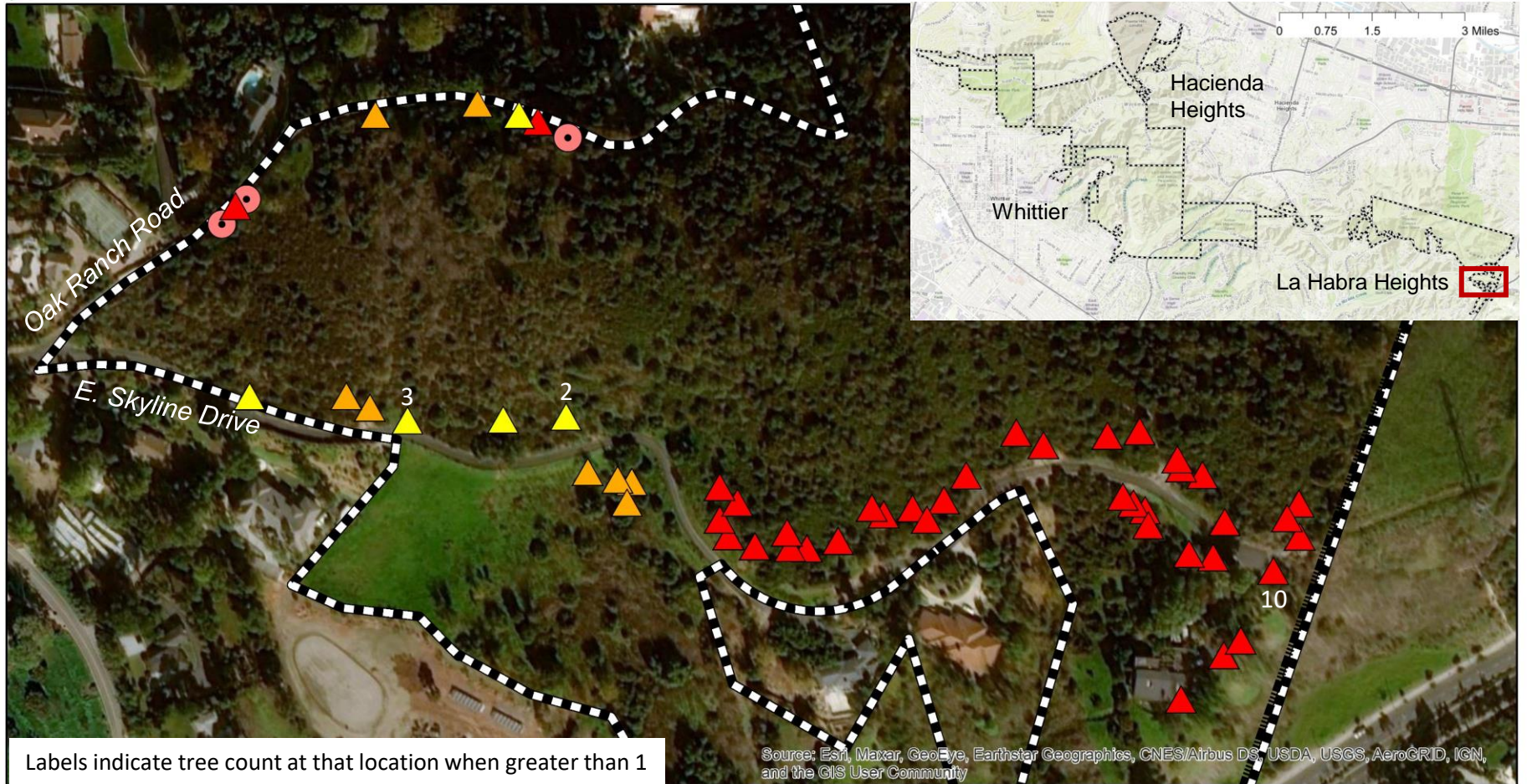
1. **Proposal:** The proposal shall contain the name, address, and telephone number of the Contractor's Principal contact for this project and shall bear the signature of the person having proper authority to make a formal commitment on behalf of the firm. (Exhibit A – attached)
2. **References:** Provide at least three references of similar size and scope, completed during the past three years. Include the client's name, type of work (i.e.: tree removal, debris removal), and the name and telephone number of a responsible contact person. (Exhibit B – attached)
3. **Timeline:** Include your proposed schedule of work or project timeline. (Exhibit C – attached)
4. **Signed Noncollusion Declaration** (Exhibit D – attached)
5. **Bid Sheet:** Provide a cost breakdown (Exhibit E – attached):
6. **Include a rate schedule** for any personnel involved in the project (including for subconsultants, if pertinent). Provide hourly rates. (Exhibit F – attached)
7. **Subcontractor** form to fill out if using subcontractors. (Exhibit G – attached)

Review of bids will be based on the amount of trees that the most responsive and responsible bidder can remove, rate schedule, qualifications and experience.

The Habitat Authority has the right to reject any and all bids.






Puente Hills Fuel Reduction Project- Tree Removal RFP

Puente Hills Preserve
La Habra Heights, CA



Labels indicate tree count at that location when greater than 1

Legend

-  Priority 1- Trim dead limbs (3)
-  Priority 1 (47)
-  Priority 2 (8)
-  Priority 3 (8)
-  Puente Hills Preserve Boundary

~~EXHIBIT A~~ Safety Precautions

The following are owner-specified safety requirements:

a. No smoking is permitted on the Puente Hills Habitat Preservation Authority (Habitat Authority) Property or managed Property (both herein referred to as Property), nor, is any open flame.

b. Contractor shall carry a cellular telephone or two-way radio at all times on the Property and neighboring property for emergency purposes.

c. Before entering the Property from the period from May 1 through November 15 or during any other high fire hazard time, Contractor must call the Ranger Services at (310) 858-7272, extension 227, local Fire Department, or Habitat Authority office (562) 945-9003 to make sure it is safe to enter the Property, and shall not enter if the fire department prohibits or advises against it or if rangers of the Habitat Authority prohibit entrance. Rangers may contact the supervisor of the Work and order that access be limited or prohibited due to extreme fire hazard.

d. If doing work other than driving on properties for transportation purposes, such as ground work or maintenance: Contractor must carry in each vehicle one serviceable round point shovel with overall length of not less than four feet and two 2 1/2 gallon pressurized water extinguisher or two five gallon pump type water extinguisher (Note: these pump extinguishers are not pressurized – so 2 would be needed), fully equipped and ready for use. A chemical type fire extinguisher is not sufficient to satisfy this requirement. If equipment is used that has the potential to spark, Contractor must take additional fire prevention measures such as having a truck with a sizable (200 gallon) water tank on site. Other precautions and requirements suitable to weather conditions may be imposed by rangers for fire safety.

e. Contractor is required to do everything reasonably possible to prevent fires in the conduct of its activities.

f. Contractor shall immediately report any fire discovered on or around the Property to the fire department by calling 911.

g. All vehicles must be equipped with properly maintained spark arresters and catalytic converter exhaust. Vehicle exhaust systems shall be inspected daily at the start of each shift.

h. Motorized vehicles must remain on maintained roads.

i. Contractor must protect all natural water sources from pollution arising in connection with its entry onto the Property.

j. Contractor shall not disturb any vegetation on Habitat Authority owned/managed land. Appropriate mitigation will be required for disturbances.

k. No access is allowed 48 hours after a rain or longer until the trails are dry as determined by the rangers.

l. Contractor is required to do everything reasonably possible to not block emergency vehicle access on the road/trails, to not block roads/trails for other users, and to prevent fires in the conduct of their activities, including not leaving the vehicle unattended and not stopping or parking over vegetation at any time.

m. Gates shall be locked by the Contractor immediately after all ingress or egress. At no time shall the gates be left open.

n. The maximum speed limits on trails/roads is 15 miles per hour or less if conditions warrant for safety of natural resources or other trail/road users.

Contractor shall cause all subcontractors to comply with these owner-specified safety requirements.

6. Data To Be Furnished. Dates of expected Work to take place and name of Contractor (and if Contractor is using an unmarked car, vehicle license plate numbers) must be furnished to rangers the day prior by calling Ranger Services (Kenn Hughes) (310) 858-7272, extension 227.

**Include with bid
Exhibit A**

BID PROPOSAL FORM

Habitat Authority
7702 Washington Ave., Suite C
Whittier, CA 90602

ATTENTION: Executive Director

In accordance with your invitation to submit a bid to remove trees, the undersigned hereby agrees to accept all terms and conditions and to provide the services as indicated in the RFB.

SIGNED: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____

BASE BID PRICE** TOTAL = _____ (in numbers)

TOTAL = _____

_____ (in longhand)

And further to initiate the services specified herein within ten (10) calendar days after receipt of the Notice to Proceed from the Habitat Authority.

By (Signed)

and Dated

Title

**Include with Bid
Exhibit C**

Timeline:

If the contract is awarded and executed within the last week of October, the project can be started within the first two weeks of November. _____(yes/no)

Or indicate other timeline: _____

The project will take _____calendar days to complete.

**NONCOLLUSION DECLARATION TO BE EXECUTED BY
BIDDER AND SUBMITTED WITH BID
Exhibit D -Include with bid**

The undersigned _____ declares:
I am the _____ of _____ (company), the
party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____ [date], at _____ [city], CA .

SIGNATURE

Include with bid - Exhibit E

**BID SHEETS
 TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID**

Bidder is to fill out entire bid sheet. Please include how long your bid is good for.
 The undersigned declares that he/she has carefully examined the location of the proposed work and/or has attended the offered job walk, that he/she has read the accompanying Notice Inviting Bids, and hereby proposes to do all work in accordance with said information for the unit price or lump sum set forth in the following schedule:

GENERAL SCOPE – Refer to maps for locations and details of work above. (LS Lump Sum)

Item	Priority	Unit	Description	Unit Price (in figures)	Total Amount (in figures)
1	One	LS	Remove 47 trees and trim dead limbs from 3 live trees	\$ _____	\$ _____
<p><i>If 47 trees cannot be removed and dead limbs from 3 live trees cannot be trimmed in Priority One – indicate below how many removals can be accomplished;</i></p> <p><i><u>OR</u> if all Priority One trees can be addressed with funds still remaining, indicate below how many Priority Two and Priority Three trees can also be addressed. Identify selected trees on the attached map and include with bid.</i></p>					
2	One	LS	Remove ____ trees ____ trees to be trimmed	\$ _____	\$ _____
3	Two	LS	Remove 8 trees	\$ _____	\$ _____
4	Three	LS	Remove 8 trees	\$ _____	\$ _____
5	Other	LS		\$ _____	\$ _____

(Items 1-5) GRAND TOTAL\$ _____ (In Figures)

GRAND TOTAL _____
 (In Written Words)

 NAME

 SIGNATURE

 DATED:

Include with bid - Exhibit F

Rate sheet

Please provide hourly rates of employees.

Include with bid - Exhibit G

Subcontractor Form

In accordance with CA Public Contracting Code section 4100-4114, provide the following:

SUBCONTRACTOR LIST

Portion of Work _____

Name _____

Address _____

California CSLB No. _____

DIR Registration No. _____

Portion of Work _____

Name _____

Address _____

California CSLB No. _____

DIR Registration No. _____

(CSLB=Contractors State License Board)

(DIR=Department of Industrial Relations)

