

REQUEST FOR QUALIFICATIONS

Plant Propagation For
Oak and Wetland Mitigation

for the

Covelo SR 162 Corridor
Multi-Purpose Trail

In

Mendocino County

for

MENDOCINO COUNCIL OF GOVERNMENTS



Issued by

Mendocino Council of Governments
367 North State St., Suite 206
Ukiah, CA 95482
(707) 463-1859
www.mendocinocog.org

July 22, 2019

CONTENTS

	Page:
I. Project Description.....	1
A. Introduction	
B. Project Location and Purpose	
II. Scope of Work	2
A. Oak Mitigation	
B. Wetland Mitigation	
III. Statement of Qualifications Content.....	3
A. Transmittal Letter	
B. Qualifications and Experience	
C. Project Proposal	
D. Consultant References	
V. Statement Submittal and Contact Person.....	4
VI. Statement Evaluation and Selection of Contractor	4
A. Proposal Review	
B. Proposal Evaluation	
C. Contract Award	
VII. Schedule of Events.....	5
VIII. General Terms.....	5
A. Non-commitment of MCOG	
B. Equal Opportunity	
C. Other Terms	

I. PROJECT DESCRIPTION

A. Introduction

The Mendocino Council of Governments (MCOG), in partnership with the California Department of Transportation (Caltrans) and the Round Valley Indian Tribes, has received grant funding for the design and construction of Phase I and Phase II of the Covelo SR 162 Corridor Multi-Purpose Trail. The new trail will impact wetlands and some of the oak trees along the trail alignment.

B. Project Location & Purpose

This project is located within the community of Covelo, along the SR 162 Corridor. Phase I will run parallel to SR 162 from Howard Street to Biggar Lane (1.05 miles) with an east-west component connecting to Henderson Lane (0.5 miles). Phase II will run parallel to SR 162 from Biggar Lane to Hurt Road (0.5 miles).

The purpose of this project is to reduce the potential for conflicts between bicyclists, pedestrians, and vehicles within the SR 162 Corridor and increase mobility options in the community. SR 162 serves as “Main Street” within the community of Covelo. The highway has no developed facilities for bicycles or pedestrians and the drainage ditches on both sides of the highway force non-motorized users to travel in the vehicle lanes. The project will link critical activity centers within the community, including schools, the downtown center, tribal facilities, and residential areas.

II. SCOPE OF WORK

The following scope of work covers the collection of acorns as well as the propagation of all oak trees and viable wetland plugs as described below. A separate scope will be prepared for the planting of all propagated plants at the project site, additional acorn collection, direct seeding of acorns at the project site, and oak tree maintenance.

A. Oak Mitigation

Based on the analysis of the potential trail impacts and the required mitigation ratios, a minimum of 251 mitigation oak trees need to be planted and maintained in the project area according to the permit and design documents. The plan calls for planting of container stock grown from locally sourced acorns as well as planting acorns.

Schedule

Project construction is currently scheduled for the summer and fall of 2020. Native acorn collecting in the vicinity of the project area should take place in the fall of 2019 and the acorns should be propagated and maintained in containers. It is anticipated that mitigation oaks will be planted in the fall of 2020 at the project site in Covelo and additional replacement planting for dead oak seedlings will take place in the fall of 2021.

Permission to Access Local Acorn Collection Areas

Much of the trail is along the lands of the Round Valley Tribe, which is an important partner in developing the project. A portion of the trail and the mitigation wetlands are planned to be developed on what is known as the church site. Both tribal lands and the church site have numerous mature oak trees producing acorns. A representative from the Mendocino Council of Governments shall make contact with tribal and church representatives to obtain permission for the contractor to collect acorns from their respective properties. No access allowed on private property without advanced permission.

Species Diversity Requirements

The project impacts the valley oak (*Quercus lobata*) and Oregon white oak (*Quercus garryana*) with a ratio of approximately 90% valley oak and 10% Oregon white oak. These ratios should be maintained for acorn collection and propagation of container stock to the extent practicable.

Total Viable Container Stock Required

The minimum finished number of established mitigation oaks is 251. Propagation of additional container stock is anticipated to be required to account for losses associated with the initial planting as well as losses after the first year, which will require replanting. The minimum number of viable container stock is as follows:

Species	Viable Fall 2020	Viable Fall 2021	Total
Valley Oak*	270	90	360
Oregon White Oak*	30	10	40
Total	300	100	400

*Ratios between Valley Oak and Oregon White Oak are approximate

All seedlings should be propagated in the fall of 2019 and maintained until needed for planting in the field in the fall of 2020 and 2021.

B. Wetland Mitigation

To mitigate for wetland impacts, a palustrine emergent wetland will be established at a designated mitigation site. Based on the analysis of the potential trail impacts and the required mitigation ratios, 4,039 wetland plugs will be needed for planting the mitigation wetland. This scope covers propagation of the required wetland plugs. A separate scope will be prepared for planting the wetland plugs and for additional hydroseeding of the mitigation wetland area. Wetland plugs should be propagated from regionally appropriate local genetic stock from inland locations in northern California to the extent practicable.

Schedule

Project construction is currently scheduled for the summer and fall of 2020. All seedlings should be propagated in the summer or fall of 2019 and maintained until

the time of anticipated planting in fall of 2020 at wetland mitigation site in Covelo.

Total Viable Plugs Required

The number of viable plugs is as follows:

Scientific Name	Common Name	Total Viable Plugs
Carex densa	dense sedge	193
Deschampsia cespitosa ssp. cespitosa	tufted hair grass	412
Eleocharis macrostachya	spike sedge	193
Juncus effuses subsp. effuses	soft rush	482
Juncus occidentalis	western rush	771
Oenanthe sarmentosa	water parsley	97
Scirpus microcarpus	small fruited bulrush	289
Asclepias fascicularis	narrow leaved milkweed	89
Elymus triticoides (sym Leymus tritichoides)	creeping wild rye	534
Festuca rubra	red fescue	623
Hordeum brachyantherum ssp. brachyantherum	cow clover	356
Total:		4,039

III. STATEMENT OF QUALIFICATIONS CONTENT

Submittal should include the following elements.

A. Letter of Interest

The letter should include the name, title, address, phone number, email address, and original signature of an individual with authority to negotiate on behalf of and to contractually bind the proposer, and who may be contacted during the period of evaluation. Only one letter (as a transmittal) need be provided to accompany all copies of the package.

B. Statement of Qualifications

The statement must include the following:

- Qualifications and experience of each professional who will participate in the project, including a resume for each member of the project team
- Designation of a project manager
- How team members will be delegated to the project
- If subcontractors are to be used, a description of each person or firm, their qualifications and experience, and the work to be delegated to them.

C. Project Proposal

A scope of work with proposed schedule of milestones and delivery dates is required to assist the review panel with its recommendation of a contractor.

D. Consultant References

The submittal should list previous relevant projects conducted by the consultant, with contact information, approximate dates of the work, and staff who performed it. One or two examples of the consultant's work may be provided if desired. If a subcontractor is proposed, references for similar projects should be provided.

E. Budget

In a separate, sealed envelope, the proposed consultant shall submit their proposed fee schedule. The fee schedule shall be broken down by task, for the work to be performed. It shall itemize all items that will be charged to the project. Costs shall be shown to reflect fully-weighted hourly billing rates for all personnel, however, the methodology for calculating the fully-weighted rates must be shown (e.g. labor, overhead rate, fringe, etc.). Consultant mark-up on direct costs is not allowed. Reimbursement for travel-related direct costs (hotels, meals, etc.) is limited to approved State rates which may be found on the Caltrans website: (<http://www.dot.ca.gov/hq/asc/travel/ch12/1consultant.htm>).

The fee schedule will not be used during the consultant selection process, but may be used by the Mendocino Council of Governments during the negotiation process.

When invoicing, receipts are required to be submitted for all direct costs, other than fully-weighted personnel costs. If sub-consultants are to be used, the breakdown of subcontract costs shall follow the same format as that for the prime consultant.

IV. STATEMENT SUBMITTAL and CONTACT PERSON

Four (4) print copies and one electronic copy of the submittal must be received by **3:00 p.m. on August 9, 2019**. Late proposals will be returned unopened. Proposals may be either mailed or hand delivered.

Written questions regarding this Request for Qualifications must be received by e-mail or U.S. mail by July 26, 2019. Questions should include the individual's name, the name of the firm, address, email, and telephone number. Please direct questions to:

James Sookne, Project Manager
Mendocino Council of Governments
367 North State St., Suite 206
Ukiah, CA 95482

e-mail: jsookne@dbcteam.net
www.mendocinocog.org

Answers will be posted on MCOG's website by the date listed in Section VI.

V. STATEMENT EVALUATION and SELECTION

A. Qualifications Review

A review panel consisting of representatives of MCOG, the Round Valley Indian Tribes, and Caltrans will evaluate the submittals and determine whether oral interviews will be needed. On conclusion of the panel's review or interviews, a recommendation will be made to MCOG's Executive Director, who will make the final selection of a contractor. MCOG reserves the right to select a consultant based solely on written proposals.

B. Evaluation Criteria

Qualifications will be evaluated based on the following criteria (up to 20 points each):

- Knowledge of plant propagation and plant species native to Covelo/wetlands
- Experience of firm with similar work
- Experience of firm's assigned individual or team with similar work
- Overall quality of statement of qualifications
- Ability to provide deliverables within MCOG's timeline

C. Contract Award

A contract will be negotiated with the individual or firm determined in the proposal evaluation process to be best suited to perform this project. If a contract cannot be negotiated with the individual or firm submitting the highest rated proposal which is in the best interests of the Mendocino Council of Governments, then staff will terminate negotiations with that firm and commence the negotiation process with the firm submitting the second highest rated proposal. The contract will include all State requirements that "flow down" from the Caltrans grant. A contract shall not be awarded to a consultant without an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 49 CFR Part 18, and 48 CFR Part 31.

VI. SCHEDULE OF EVENTS

A. Request for Qualifications

RFQ Release	Monday, July 22, 2019
Vendor Questions (if any) Due	Friday, July 26
Responses to Vendor Questions Posted	Wednesday, July 31
Responses Due	Friday, August 9 at 3:00 p.m.
Contract Executed and Notice to Proceed	Monday, August 19 - <i>tentative</i>

VII. GENERAL TERMS

A. Non-commitment of MCOG

This Request for Qualifications does not commit the Mendocino Council of Governments to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies. The Mendocino Council of Governments reserves the right to accept or reject any or

all proposals received as a result of this request, to negotiate with any qualified individual or firm, or to modify or cancel in part or in its entirety the Request for Qualifications if it is in the best interest of the Council to do so.

B. Equal Opportunity

Prospective contractors should be aware that the Equal Employment Opportunity Requirement of Executive Order 11246, as amended by Executive Order 11275, Title VII of the Civil Rights Act of 1964, the California Fair Employment Practices Act and other federal and state laws pertaining to equal employment opportunity are applicable to any contract awarded by the Mendocino Council of Governments.

C. The Mendocino Council of Government's "Protest Procedures and Dispute Resolution Process" shall be utilized to resolve any protests or disputes to this procurement process. (See **attached Exhibit 2** – Protest Procedures and Dispute Resolution Process.)

D. Other Terms

Additional terms will be specified in a contract to be negotiated with the selected consultant.