

Issue Date: August 8th, 2022



HEBER PUBLIC UTILITY DISTRICT

REQUEST FOR PROPOSAL

FOR

HPUD Facilities and Parks Tree Planting

Notice is hereby given that proposals will be received at the Heber Public Utility District for performing all work necessary in accordance with the "REQUIREMENTS" and other related documents provided herein. Please carefully read and follow the instructions.

Proposals shall be presented under sealed cover with the Proposal Title and the Proposal Submittal Close Date clearly marked on the outside and forwarded to:

Heber Public Utility District
1078 Dogwood Road, Suite 103
Heber, CA 92249
Attn: Moises Cardenas, Office Manager

Any Bidder who wishes their proposal to be considered is responsible for making certain that their proposal is received in the Heber Public Utility District Administration Office by the closing date and time.

PROPOSALS RECEIVED AFTER THE DEADLINE WILL BE REJECTED AND WILL BE RETURNED TO THE BIDDER UNOPENED.

**CLOSING DEADLINE DATE:
THURSDAY, September 1, 2022, at 2:00pm**

HPUD Facilities and Parks Tree Planting

Purpose for the Request for Proposals

Heber Public Utility District is requesting proposals from qualified landscape contractors to plant a total of 276 trees: 107 each 24" box trees and 169 each 15-gallon trees on its parks and facilities. This includes 100 trees at Margarito "Tito" Huerta Park; 30 trees at Estancia Park; 15 trees at Children's Park; 7 trees at Water Treatment Plant; and 100 trees at Wastewater Treatment Plant. A mix of drought resistant Indian Rosewood, Royal Poinciana, Acacia, Hibiscus Tiliaceus, and Bottle trees shall be planted that will provide screening, shade, and overall aesthetic enhancement of the areas.

Information about Heber Public Utility District

Heber Public Utility District (HPUD) was formed in 1931 under the Public Utility Act of 1921 to provide water, wastewater, trash, parks, and recreation services to the unincorporated community of Heber in Imperial County. HPUD offers over 20 acres of park space to serve almost 7,000 people in the Heber community. HPUD's parks from largest to smallest are Tito Huerta Park, Estancia Park, Jiggs Johnson Park, and Children's Park. HPUD also serves its community with a Recreation Center close to Jiggs Johnson Park. HPUD's service area encompasses approximately nine square miles in an area located 224 miles southeast of Los Angeles, 117 miles east of San Diego, and 6 miles north of Mexicali, Baja California, Mexico. Attachment #1 map of Heber PUD with park locations.

Project Overview

HPUD parks have a lot of trees with plentiful irrigation, this is the first time in its known history that HPUD will be planting this number of trees in a short amount of time. These trees will serve as shade structures, dust mitigators, and increase the green space around HPUD parks and facilities. HPUD is expected to plant 276 trees in most of its parks and facilities. A mix of drought resistant evergreen trees of varying maturity size shall provide screening, shade, dust mitigation, and overall aesthetic enhancement of the area. This project is expected to be completed in November 2022.

The selected company must be willing to sign an agreement with the prevailing wages terms and conditions shown in the attached HPUD model Agreement for Professional Services, included as Attachment 2.

This project not only includes the planting of 276 trees, but also watering and maintenance over one year after planting. The contract will be paid in full over the one-year period with 75% paid to contractor upon completion of planting. The remaining amount (25%) will be paid in equal monthly payments after watering and maintenance of planted trees. Full payment will be made one year after planting, after HPUD approval.

Project Purpose

The HPUD is seeking contractors whose combination of experience, personnel and equipment will provide environmentally sound, timely, and cost-effective professional services to the HPUD. Consideration will be given only to proposals from firms that are properly licensed, experienced in the class of work, and that can refer to projects of similar magnitude and character that have been completed.

Mailing Instructions

All Proposals shall be mailed, or hand delivered to:

Heber Public Utility District
1078 Dogwood Road, Suite 103
Heber, CA 92249
Attn: Moises Cardenas, Office Manager

Inquiries

The Bidder must carefully examine the specifications, terms and conditions provided in this Request for Proposal and become fully informed as to the requirements set forth herein. If anyone planning to submit a proposal discovers any ambiguity, conflict, discrepancy, omission, or error in the proposal, has any questions shall immediately notify the contact person of such concern in writing and request clarification or modification of the document(s) no later than the deadline, August 25th, 2022, at 2:00pm, as set forth in this RFP.

Heber Public Utility District – Office Manager
1078 Dogwood Road, Suite 103
P. O. Box H
Heber, CA 92249
Attention: Moises Cardenas, Office Manager
Email: mcardenas@heber.ca.gov

No further requests for clarification or objections to the proposal will be accepted or considered after this date. Any oral communication by the district's designated contact person or any other District staff member concerning this proposal is not binding on the District and shall in no way modify this proposal or the obligations of the District or any Bidders.

Questions pertaining to the RFP and the selection process should be submitted in writing and must be received by the HPUD, no later than August 25, 2022, by 2:00pm.

Please note that the HPUD will not be responsible for mailing any addendums. All addenda and notifications will be made available on the HPUD's website:

<https://heber.ca.gov/rfps-bids>

Contractors are encouraged to check the website regularly since each contractor will bear sole responsibility for having the RFP and all addenda. No new addendum will be posted after close of business day on August 25,2022.

Submittal Deadline

Proposals are due no later than 2:00 PM, Thursday, September 1, 2022, and must be received by that time and date. Proposal postmark dates and times will not be considered as meeting that deadline. Proposers must submit three (3) bound copies of their proposal and one (1) separately sealed fee proposal envelope to the address shown under “Mailing Instructions” above.

HPUD is not responsible for proposals that are delinquent, lost, mismarked, and sent to an address other than that given above, or sent by mail or courier service. HPUD reserves the right, after opening the proposals, to reject any or all proposals, or to accept the proposal(s) that in its sole judgment is (are) in the best interest of HPUD.

Disclaimer: The HPUD reserves the right to accept, reject, and evaluate any and all proposals for a period of 30 days from submittal date, and to change the scope of this RFP if warranted by changing conditions. Any proposal submitted during this RFP process becomes the property of the HPUD. The HPUD will not be liable for nor pay costs incurred by the respondent in preparation of a response to this RFP or any other costs involved including travel.

Required License: Selected contractor must possess a valid C-27 Landscaping Contractor license issued by the California State License Board at the time of submitting the proposal. A copy of the license must be attached to the proposal

A complete set of the Request for Proposal can be found on our website at <https://heber.ca.gov/rfps-bids>.

Schedule

To the extent achievable, the following schedule shall govern the review, evaluation, and award of the proposal. HPUD reserves the right to modify the dates below in accordance with its review process.

- | | | |
|----|---|--------------------------|
| a. | Availability of the Request for Proposal | August 8th, 2022 |
| b. | Deadline for submission of interpretation and/or written questions in relationship to the Request for Proposal. | August 25th, 2022 |

Questions submitted after this date will not be

answered. The closing date will not be extended for questions submitted after this date.

c.	Closing date for the Request for Proposal	September 1st, 2022 2:00 PM
d.	Commencement of review of the Request for Proposal submissions by the evaluation committee	September 2nd, 2022
e.	General Manager with Board of Directors Approval to Award Professional Services Agreement	September 8th, 2022

- All dates are tentative and subject to change.

Planting Schedule

Based on the parks uses, tree planting must be completed at Margarito Tito Huerta Park no later than October 20, 2022. Other locations do not have a hard timeline but must meet the project end date of November 2022.

Location and Existing Conditions:

There are five HPUD owned sites identified for this project. All locations are public areas and safety of HPUD employees, and the public is a primary concern. All construction material, equipment and supplies must be secured and stored in a safe manner before, during and after work hours. Our parks are not fenced, and the public will have access during all hours. Work hours are permitted from 7am to 7pm Monday through Saturday. No open holes or loose dirt will be allowed to remain at the end of each workday.

The district shall select the types of trees that are appropriate (Listed below).

- Indian Rosewood (Sisu)
- Royal Poinciana (Tabachin)
- Shoestring Acacia
- Hibiscus Tiliaceus (Cottonwood)
- Bottle Tree (Brachychiton populneus)

Water treatment plant located at 1185 Ingram Avenue, Heber, CA. This location is to have 7 trees planted according to the map Attachment 3. The trees at this location should be 24" box Shoestring Acacia trees. There is no irrigation system in place at this location and the soil is dirt and gravel.

Wastewater Treatment Plant located at 1184 Rockwood Avenue, Heber, CA. This location is to have 100 trees, which will be Shoestring Acacia 15-gallon size. Please see Attachment 4. There is no irrigation system in place at this location and the soil is loose dirt and possible rock and gravel.

Margarito “Tito” Huerta Park located at 1165 North Palm Avenue, Heber, CA. This location is to have 95 trees, which will be a total of 25 each 24” box Royal Poinciana (Tabachin), 15 each 15-gallon Hibiscus Tiliaceus (cottonwood) and 60 each 24” boxed Bottle Tree (Brachychiton populneus). Please see Attachment 5. This site does have an irrigation system, which will need to be located and protected during planting.

Estancia Park is located at 84 W. Correll Road, Heber, CA. This location is to have 54 trees planted. Please see Attachment 6. These trees will be a total of 25 Hibiscus Tilaceus (Cottonwood) and 29 Indian Rosewood (Sisu). There is irrigation at this location, which will need to be located and protected from damage during planting.

Children’s Park is located at 39 Crane Lane, Heber CA. This location is to have 15 trees, which will be Indian Rosewood (Dalbergia Sissoo). See Attachment 7.

SCOPE OF WORK

The selected contractor’s responsibilities include:

- Site preparation
- Purchase and plant approximately 276 trees at HPUD parks and facilities listed above. Trees must meet Nursery Tree Quality and County of Imperial Agricultural Commissioner tree purchase guidelines as outlined in Attachment 8.
- Purchase and install mulch and stakes as outlined in the Tree Planting Guideline in Attachment 9.
- Photographic documentation after planting at each of the five locations.
- One year of post-installation care and maintenance of planted trees.
- Water all trees planted during this project for a period of one year. Each tree must receive a minimum of 3 gallons of water per inch of trunk diameter to the root ball 3 times per week.
- Replace dead trees at no cost to the Heber PUD within one (1) year period.
- Contractor shall pay all sales, use, and other taxes associated with purchases for this project.
- Worker’s Compensation Requirements. As required by Section 1860 of the California Labor Code and in accordance with the provisions of section 370 of the Labor Code, every Contractor will be required to secure the payment of workers’ compensation to its employees. Contractor must complete, sign, and submit Attachment 10 Certificate of Workers’ Compensation Insurance.
- The bidder to whom the contract award is made shall furnish to the HPUD, at the time of execution of the Agreement, deliver to the HPUD two copies of the insurance certificates, on the carrier’s forms, attesting to the fact that the required policies of insurance have been obtained. Insurance certificates must name the Heber PUD and Imperial County Air Pollution Control as insured.
 - Insurance Requirements- As outlined in Attachment 14.
- The Public Works project is a multi-agency funded project and requires compliance with both California’s department of Industrial Relations requirements and the

California Labor Codes for a Public Works project. Contractor must provide a Contractor License Number from the Contractors State License Board.

- Contractor shall furnish all supervision, labor, material, and equipment necessary to successfully complete the project. In cases where issues or questions arise the contractor shall notify the Office Manager or their designee.
- Contractor shall repair irrigation line/equipment damaged during planting.
- Contractor to make a watering basin around trees planted to be used during establishment period.
- Contractor shall be responsible for proper disposal of debris.
- Contractor shall call 811 or Underground Service Alert of Southern California and follow their guidelines before any digging.
- Contractor shall, through the course of his work, comply with the rules, ordinances, regulations, etc. set forth by agencies having jurisdictions, which apply to the work site, the contractor, and their employees.
- All work to be completed within seventy-five (75) days of contract award, but no later than November 2022.

RESPONSE REQUIREMENTS

Cover Letter

The RFP shall include a cover letter signed by the team representative authorized to sign contracts stating interest and ability to perform the work.

Experience and Services

The RFP shall list and describe previous experience and expertise with tree planting services at a scale comparable to this RFP.

Timetable

A timetable which identifies the main elements of the project, according to the Scope of Work, and projected completion dates throughout the project period.

Fee Estimates

Each proposal shall include a fee estimate for providing services and must be contained in a seal envelope separate from the proposal. The fee estimate should clearly list all costs associated with providing the service on the Tabulation of Major Material Suppliers Form included as Attachment 13. This form must include all trees by type and size and any other product or material purchases as required.

Non-Collusion Affidavit – Attachment 11

Workers' Compensation Certification – Attachment 10

Certification of Non-Segregated Facilities – Attachment 12

Bit Tabulation Form – Attachment 13

PLEASE NOTE: HPUD does not pay for services in advance. Therefore, do not propose contract terms that call for upfront payments or deposits. This project not only includes the planting of 276 trees, but also watering and maintenance over one year after planting. The contract will be paid in full over the one-year period with 75% paid to contractor upon

completion of planting. The remaining amount (25%) will be paid in equal monthly payments after watering and maintenance of planted trees. Full payment will be made one year after planting, after HPUD approval.

SELECTION PROCESS AND EVALUATION CRITERIA

Basis of Award

Award will be made to the Bidder whose proposal demonstrates to be the most qualified, responsive, and advantageous to HPUD. **HPUD shall not be obligated to accept the lowest cost proposal but will make an award in the best interests of HPUD after all factors have been evaluated (“most responsive proposal”).**

HPUD RESERVES THE RIGHT, AT ITS SOLE DISCRETION, TO REJECT ANY OR ALL PROPOSALS OR ANY PART THEREOF, OR TO WAIVE ANY INFORMALITIES IN THE PROPOSAL AND MINOR IRREGULARITIES, TECHNICAL DEFECTS OR CLERICAL ERRORS, TO MAKE AN AWARD ON THE BASIS OF SUITABILITY, QUALITY OF SERVICE(S) TO BE SUPPLIED, THEIR CONFORMITY WITH THE SPECIFICATIONS AND FOR THE PURPOSES FOR WHICH THEY ARE REQUIRED, AND NOT CONFINED TO COST ALONE. HPUD SHALL NOT BE LIABLE FOR ANY COSTS INCURRED BY THE BIDDER IN CONNECTION WITH THE PREPARATION AND SUBMISSION OF THIS OR ANY OTHER PROPOSAL.

False, incomplete, or nonresponsive statements in connection with the proposal may be deemed sufficient cause for rejection. HPUD shall be the sole judge in making such determination. HPUD reserves the right to cancel or discontinue with the proposal process and reject any or all proposals in the event it determines that there is no longer a requirement for the furnishing of such items, materials, equipment and/or services, funding is no longer available for this proposal, or it is otherwise in HPUD’s best interest to cancel the proposal process.

Selection of Evaluation Committee

An Evaluation Committee consisting of selected personnel will be established to evaluate the proposals. It is the intent of the Evaluation Committee to select an apparent successful Bidder with a recommendation to initiate Agreement negotiations. Selection will not be made on cost alone but will be based upon the most responsive proposal.

Evaluation Criteria

The Evaluation Committee will consider only those proposals which have been considered responsive to the proposal. Any proposal which fails to meet the requirements of the proposal will be considered non-responsive and may be rejected. Responsiveness includes attention to detail in following the proposal format. The Evaluation Committee may also contact and evaluate the Bidder’s and the Sub-Contractors references; contact any Bidder to clarify any response; contact any current users of a Bidder’s services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The Evaluation

Committee shall not be obligated to accept the lowest priced proposal but shall recommend such proposal that is the most qualified, responsive, and cost-effective proposal and in the best interest of HPUD (“most responsive proposal”).

Proposals shall be evaluated and awarded points based on the following categories. The highest number of points will be awarded to proposals that demonstrate exemplary understanding and responses to the following categories:

Category	Max. Points
Completeness and thoroughness of proposal and how it relates to meeting the objectives in the RFP	25
Experience and qualifications	25
General experience	15
Staffing/resources to perform work	15
Reasonableness of cost	20
Total	100