

**REQUEST FOR PROPOSALS
FOR
MADERA COUNTY WATER AND NATURAL RESOURCES
AND MADERA FLOOD CONTROL AGENCY
INTEGRATED PEST MANAGEMENT
RFQ 2020-02**

ANNOUNCEMENT

It is the objective of this Request for Proposal (RFP) for Madera County (County) to award a contract for Integrated Pest Management and Levee Damage Repair services (from rodent destruction) for the Madera Flood Control Agency's areas of responsibility to a vendor offering the most efficient, cost effective, and environmentally-friendly management methods that can achieve successful rodent (ground squirrel and gopher) management.

DATE OF ADVERTISEMENT: Monday, March 16, 2020

DEADLINE FOR SUBMITTAL: Friday, April 3, 2020

1. PROJECT INFORMATION

Background Information

- Madera County Flood Control Agency is responsible for operating and maintaining:
 - 54 miles of project levees
 - 118 miles of project channels
 - 93 miles of non-project levees
 - 110 miles of non-project channels

A levee is an elongated naturally occurring ridge or artificially constructed fill or wall, which regulates water levels. In the County, they are earthen and parallel to the course of a river, slough, or canal and often in the floodplain. A big part of maintaining the Levees is rodent control. Rodents such as the ground squirrels and gophers are attracted to these levees, and can be quite dangerous to the structural integrity and proper performance of the embankment and spillway. Ground squirrel and gopher burrows weaken the embankment and can serve as pathways for seepage. Rodent control or eradication is essential in preserving a well-maintained levee. If left uncontrolled, these burrows can hollow out and weaken embankments and spillways, increasing the risk of slides, seepage, and failure. Maintenance also includes repairing damage and filling existing rodent holes to renew the integrity of the levee.

Why do we need Integrated Pest Management (IPM)?

- We require a multi-faceted, long-term approach to pest management that minimizes risks to people and the environment.
- About five earthen dams and levees fail yearly in the United States because of rodent burrow damage.
- One pocket gopher or ground squirrel can excavate up to 15 tons of soil per year.(Research by the Ventura County Watershed Protection District)
- Madera County earthen dams and levees are highly susceptible to rodent burrow damage.

Probable Causes and Possible Consequences:

- Areas of trees, brush, and open water provide ideal habitat for burrowing animals.
- An overabundance of rodents increases the chance of animal burrowing, which creates holes, tunnels, and caverns.
- Tunnels may reduce the required length of the seepage path, which could cause internal erosion of the levee.
- Tunnels can lead to the collapse of the levee and may cause levee failure.
- Rodent holes make earthen spillways more susceptible to erosion when flow passes through the spillway.

2. PROJECT INFORMATION

The preferred method of extermination is without rodenticides or any type of anti-coagulant poison. Throughout California, the use of poison baits to control rodents has injured and killed hundreds or thousands of wild animals and pets. Predatory and scavenging birds and mammals like owls, hawks, raccoons, bobcats, mountain lions, foxes, skunks and coyotes that eat dead or dying rodents that have consumed these baits will also be poisoned. Pets will also eat dead or dying rodents and unprotected bait. The best way to control rodents and protect wildlife and pets is to use non-chemical rodent controls when possible. If rodenticides are used, it is important to protect both pets and wildlife.

Identify Pests and Monitor Progress – correct identification will prevent the elimination of beneficial organisms.

- Determine the best preventive measures.
- Reduce the unnecessary use of pesticides.
- Record monitoring results and inspection findings, including recommendations for pest populations; areas vulnerable to pests; and the efficacy of prevention and control methods.

Control Pests

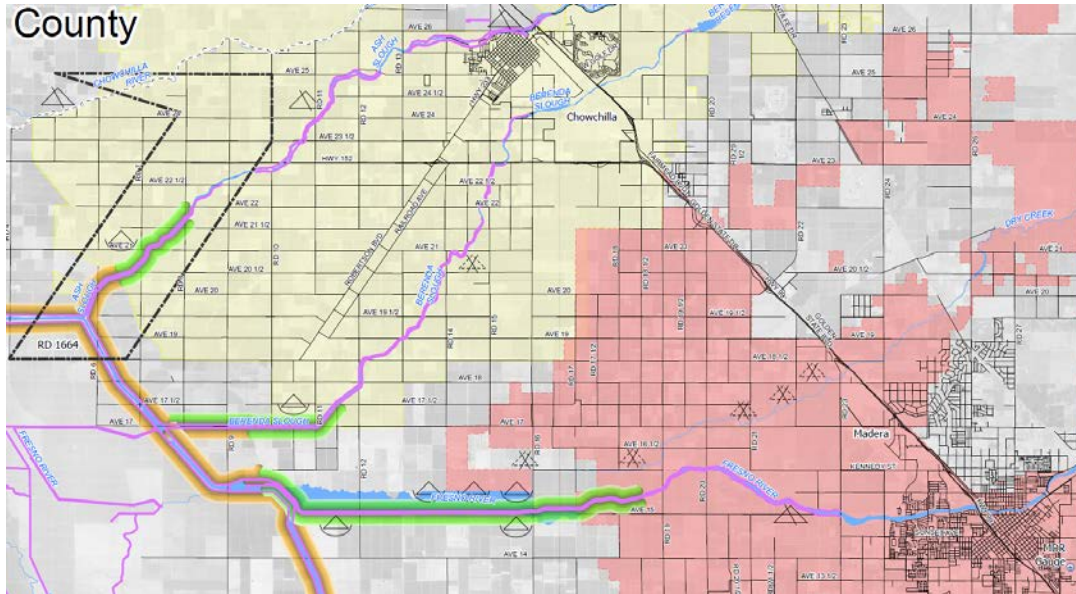
Pest control is required if action thresholds are exceeded. IPM programs use the most effective, lowest risk options considering the risks to the applicator and environment. Control methods include:

- Pest trapping.
- Physical removal.
- Pesticide application (if determined to be needed – possibly restricting first generation anti-coagulant use to only critical levees)

Documenting pest control actions is critical in evaluating success and should include:

- A record of each pest control service, including all pesticide applications, in a searchable, organized system.
- Evidence that non-chemical control methods were considered and implemented.
- Recommendations for preventing future pest problems.

3. PROJECT LOCATION – Madera County Levees



4. SCHEDULE

The following timetable should be used as a working guide for planning purposes. The County reserves the right to adjust this timetable as required during the course of the RFQ process.

Project Title: Integrated Pest Management on Madera County Levees (schedule subject to change)

	Rodent Control Efforts	Start Date	End Date
1	Identify Pests and Locations	05/01/2020	06/30/2020
2	Initial Run at Control	05/01/2020	06/30/2020
3	Follow-up Run	05/01/2020	06/30/2020
4	Plan for Maintenance & Management	05/01/2020	06/30/2020

5. ELIGIBILITY

1. In addition to other requirements stated in this document, to be eligible to respond to this RFP, the Consultant must have successfully completed, within the past three years, similar projects and services to those in this RFP. Each Consultant shall meet all legal, technical and professional requirements for providing the requested services.
2. The County reserves the right to make investigations of the Consultants' qualifications or any of its sub-consultants, to contact former employers or clients to confirm qualifications as it deems appropriate.
3. Proposals are to be concise and include only those items that are relevant to the Project Scope.

4. Only one firm shall be identified as the Primary Consultant for each Response. If other firms are part of the same Response, they shall be identified as sub-consultants. A Primary Consultant shall not be a part of any other team as a sub-consultant. Sub-consultants can join any number of Primary consultants submitting a Response to this RFQ.

6. QUESTIONS AND CLARIFICATIONS

1. Written requests regarding information or clarification in reference to this RFQ must be submitted, in writing, within the timeframe identified. Include the project number with each question. Send all questions by e-mail by **March 27, 2020 at 3:00 p.m. PDT** to:

Jeannie Habben
Madera County
Department of Water & Natural Resources
E-mail: jeannie.habben@maderacounty.com

2. Consultants must clearly understand that the only official answer or position of the County will be the one stated in writing. Questions seeking clarification or interpretation of the RFQ must be made in writing via email to the contact persons listed above. No inquiries received after the deadline will be considered. The question asked, along with any written response made thereto by the County, will be distributed as an amendment to the RFQ to all the persons on the bidders list. However, the County is not obligated to respond to any question asked, and the County's failure to respond to any such question will not relieve the Consultants of any obligations or conditions imposed by this RFQ. Written response to the questions will be issued as an amendment no later than seven (7) calendar days before the Proposal due date.
3. If the County finds it necessary to add to, or amend this document prior to the Response submittal deadline, the County will issue written addenda/addendum after the Meeting and distribute it to all the persons on the bidders list. Each Consultant must acknowledge receipt of each addendum by signing the acknowledgement (Appendix A) and providing it with its Response.
4. The County shall keep a record of the proposers list. To be on the County's proposers list please contact:
Jeannie Habben
Madera County
Department of Water & Natural Resources
E-mail: jeannie.habben@maderacounty.com

7. FEES AND INSURANCE

Proposals shall include estimated fees (in a separate, sealed envelope) to complete the project as described under Project Information:

1. Estimated fees must include all labor, materials, equipment, professional services, insurance, travel, profit, and all other costs and expenses for the proposed project.
2. Submit an itemized fee schedule as a basis for all proposed services and any extra services not included in item (a) above, if applicable.
3. Insurance coverage for proposed services shall include general liability and property damage insurance that shall include automobile liability insurance in a combined single limit of not less than \$1 million dollars. Professional Liability Insurance (E&O) coverage of \$1 million is also required.
4. The selected firm shall provide within ten (10) calendar days after the notice of award is issued a copy of their existing liability insurance certificate naming the County of Madera and its officers and employees as an additionally named insured on said policies. Such insurance coverage shall be maintained in full force and effect for the duration of the Contract and must be in a form satisfactory to the County.

8. PROPOSAL SUBMITTAL

1. All sealed Proposal packages must be received at the in the Department of Water and Natural Resources (3rd Floor – Public Works and Community Development office), 200 West 4th Street, Madera, CA 93637, on **April 3, 2020 by 3:00 p.m. PDT**. All Responses received after the due date and time will be returned to the Consultant unopened.
2. Each consultant shall submit one (1) original of each Response, and one (1) electronic copy in PDF. The sections shall follow the order given below. No material other than that listed in this Section shall be included in the Response.
3. Cover Letter - A cover letter (limited to two pages) indicating the interest in providing the services to the County and a statement on why the consultant should be selected for the award. The letter shall include the name of the Prime Consultant and any sub-consultant.
4. Table of Contents - A one-page table of contents identifying the sections and page numbers.
5. Organization Chart - A one-page, proposed organization chart identifying key professionals and sub-consultants, and their area(s) of responsibility.
6. Qualifications - Up to five (5) pages, for resumes of the persons, including the Project Manager, a Licensed Pest Control Applicator and/or Licensed Pest Control Advisor with a Qualified Applicator License (QAL) or a Qualified Applicator Certificate (QAC) that will be assigned to the project. The resumes shall include a

description of projects providing services similar to those identified in the scope of services, and will identify individuals' roles and responsibilities on those projects.

7. Project Understanding and Approach – Up to ten (10) pages, summary of the approach to be taken for the project. A definitive work program and schedule, including schedule for completion of the major milestones. Identify and include all tasks not under Consultant's control, and provide estimated times based upon prior experience. List any information and tasks expected from the County. Any information or tasks needed but not listed is the responsibility of the winning bidder.
8. Project Experience, Success and References - Up to five (5) pages, a description of projects providing services similar to those identified in the scope of services. The emphasis shall be given to the projects in California AND the tasks performed by the persons identified in the Response. Include in the project descriptions (a) the length of the contract; (b) the scope of services provided; (c) the type of contract (pro bono, retainer, project-based fee, other); (d) specific accomplishments, if any; and (e) a contact name, phone number and e-mail address for each client to serve as a reference. If the consultant team includes sub-consultant(s), there must be at least one project for each sub-consultant.
9. Sealed Fee Proposal - The fee proposal shall be enclosed in a separate, sealed, envelope identified as "Fee Proposal for Madera County RFQ 2020-02."
10. All costs for preparation of proposals shall be borne by the proposer.

9. EVALUATION AND SELECTION

1. The County will select one firm for the outlined Scope of Service on the basis of qualifications and experience. Designated staff of the County will conduct a review and evaluation of all proposals and may, if necessary, invite proposers to interview. The County will review and evaluate proposals against the following criteria:

#	Description	Points
1	Qualifications: Do the qualifications of key personnel to be assigned to working on the Project Scope demonstrate sufficient experience and expertise?	25
2	Understanding and Approach: Based on the information provided and other available information, does the proposer understand the needs and goals and the obligation to minimize costs while at the same time achieving optimum results?	30
3	Project Experience and Success: Has the proposing firm demonstrated that they, or the staff assigned to the engagement, successfully completed services, similar to those specified in the Project Scope section of this RFQ?	25
4	References: Are the firm's references from past clients and associates favorable?	20

2. County staff will review the proposals and select the one that they believe is most advantageous to the County, prior to opening the fee proposal envelope.
3. The County may elect to conduct an oral presentation/interview of the shortlisted firms. In which case, the three (3) highest ranking proposals will be short listed and invited to an oral presentation/interview. Additional details on the oral presentations will be provided to the short-listed Consultants.
4. The fee proposal will be used as a basis for negotiations with the selected Consultant of a final scope of work and proposed fee arrangement. If no acceptable arrangement can be negotiated, the County may terminate talks with the highest-ranked Consultant and initiate negotiations with the next-ranked Consultant, and so forth until a final agreement is reached. This agreement will then be recommended to the Board of Supervisors for approval.
5. The County reserves the right to award the consultant service contract to the firm that, in the sole judgment of the County, can best accomplish the desired results. Selection criteria include, but are not limited to, consideration of the Consultant's qualifications and experience, the Consultant's understanding of and approach to the project, and the negotiated fee for services.
6. This request does not constitute an offer of employment or to contract for services.
7. The County reserves the option to reject any or all proposals received in response to this request for Proposals, wholly or in part.
8. The County reserves the right to retain all proposals, whether selected or rejected.
9. The successful Consultant will be expected to enter into a contract of substantially the same format as the attached sample form.

10. PROFESSIONAL SERVICES AGREEMENT

A copy of the County's Master Contract template is attached (Attachment A) for review. It is expected that the proposer will be required to comply with the terms of the template agreement including all insurance and indemnity provisions. The County reserves the right to modify the attached Standard Template as it deems appropriate.

Attachments

Attachment A: Madera County's Master Contract template