



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

November 6, 2023

Request for Proposals# 2023-041

**Agricultural Waste and Wildfire Prevention
Chipping Services**

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SECTION I – SUMMARY

The Bay Area Air Quality Management District (“Air District”) seeks proposals from tree service providers, vineyard management service providers or other companies to provide chipping services for the Air District’s Agricultural Waste Chipping Program (“Agricultural Waste Program”) and Wildfire Prevention Chipping Program (“Wildfire Prevention Program”). The Agricultural Waste Program and Wildfire Prevention Program (collectively referred to as “Programs”) provide private property owners with chipping services to dispose of material in lieu of open burning to reduce particulate matter emissions, reduce fuel loads and lower the risk of wildfires.

Interested proposers may provide chipping services for one or both Programs. To propose for both Programs, an interested proposer must submit two separate proposals. Proposals for each program will be evaluated independently. The Air District may select multiple contractors to ensure the Programs provide essential services and sufficient geographical coverage.

The Air District intends to allocate an amount up to \$400,000 over a period of three (3) years to provide free chipping services for property owners under the Programs. The Air District anticipates the contract(s) to begin in early 2024 and continue for a period of two years. The Air District, at its sole discretion, may extend the contract(s) for an additional one-year term based on the availability of funds and contractor’s performance. The Air District does not guarantee any particular amount of work under the contract(s).

To respond to this Request for Proposals (“RFP”), an interested proposer must submit one (1) electronic copy of its proposal(s) in Adobe Acrobat PDF file format to the Air District’s Procurement Portal (“Portal”):

Cynthia Zhang, Staff Specialist
Bay Area Air Quality Management District
375 Beale Street, Suite 600; San Francisco, CA 94105
Portal link: <https://baaqmd.bonfirehub.com>

**Proposals must be received by
4:00 p.m. Pacific Time (PT) on Friday, December 8, 2023 (“deadline”).
Late proposals will not be considered.**

Proposals must address all information requested in this RFP. A proposal may add information not requested in this RFP, but the information should be in addition to, not instead of, the requested information and format. Minority business enterprises, women’s business enterprises, veteran’s business enterprises, and Certified Green Businesses are encouraged to submit proposals. **Any questions regarding this RFP should be submitted through the Portal.**

SECTION II – BACKGROUND

A. Air District Overview

The Air District is the government agency responsible for protecting air quality in the San Francisco Bay Area. The Air District is tasked with regulating stationary sources of air pollution in the nine counties that surround San Francisco Bay: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, southwestern Solano, and southern Sonoma counties. It is governed by a 24-member Board of Directors composed of locally elected officials from each of the nine counties. The Air District’s mission is to create a healthy breathing environment for every Bay Area resident, while protecting and improving public health, air quality and the global climate.

The Air District aims to achieve its mission through many strategic goals, including: reducing and eliminating health problems caused by air pollution, achieving and maintaining air quality standards, leading the Bay Area’s efforts to fight global climate change, creating high-quality regulatory programs, and applying environmental best practices in all operations. To do so, the Air District regulates air pollution emissions from stationary emission sources such as factories, refineries, and power plants, and from smaller facilities like gas stations and dry cleaners. The Air District ensures that such facilities comply with air pollution laws and regulations, provides incentives to replace older, higher-emitting vehicles and equipment with cleaner alternatives, and gives grants and provides outreach to encourage healthy clean air choices by businesses and consumers. The Air District implements these efforts with an equity focus, aiming to reduce air quality disparities and promote environmental justice by targeting local air pollution in overburdened communities.

B. Agricultural Waste Program

The Agricultural Waste Program assists property owners in disposing of agricultural waste materials from certain qualifying agricultural operations by providing free chipping services in lieu of open burning the material. As a non-burning disposal method, chipping the material is expected to reduce particulate matter (PM) emissions compared to burning. The material to be chipped must otherwise be:

1. Allowed to be burned as either an Orchard Pruning and Attrition fire, Crop Replacement fire or Range Management fire in accordance with the agricultural fire requirements in Air District Regulation 5: Open Burning.
2. Generated from an agricultural or animal grazing operation that is being pursued as a gainful occupation. The burden of proof of a “gainful occupation” will be on property owners who must demonstrate gross profit or loss from the operation (as evidenced by tax receipts, sales slips, property lease agreements or other such documentation) to the satisfaction of the Air District.
3. Limited to periodic prunings and attrition losses from fruit trees, nut trees, grape vineyards and cane fruits (boysenberry, raspberry, blackberry, etc.), crop replacement material cleared for the purpose of establishing an agricultural crop in a location that previously contained another type of crop or natural growth, or material generated from an operation where animals such as horses, cattle, and sheep are allowed to graze or roam freely and feed. Attrition losses refer to the removal of dying crops approaching, or dead crops that have reached the end of their plant life cycle.

C. Wildfire Prevention Program

The Wildfire Prevention Program assists property owners, engaged in lowering wildfire risk through fuel load reduction, by providing free chipping services for materials removed that are not currently covered by the Agricultural Waste Program. The material to be chipped must otherwise be allowed to be burned as either a Hazardous Material, Forest Management, or Wildland Vegetation Management fire in accordance with the fire requirements in Air District Regulation 5: Open Burning.

SECTION III – SCOPE OF WORK

A. Description of Services

The selected contractor(s) will provide chipping services for private property owners and on individual properties throughout the nine Bay Area counties within the jurisdictional boundary of the Air District (see <http://www.baagmd.gov/The-Air-District/Jurisdiction.aspx>).

1. Request for Services

Property owners in the Bay Area will submit an application to the Air District to request chipping services under the Programs. The Air District will review applications for eligibility and will send an approved Request for Services to a contractor via e-mail. The Air District will assign chipping projects to the contractor that is located geographically closest to the property owner.

2. Scheduling

Upon receipt of the Air District's Request for Services, the contractor will, within one (1) week, contact the requesting property owner via e-mail or phone to schedule and coordinate chipping services and/or perform pre-assessments of projects based on a mutually agreed date and time between the property owner and the contractor. As part of the scheduling process, the contractor should ensure that the owner's prepared piles adhere to the Chipper Pile Guidelines attached hereto as Attachment A. The contractor will communicate any constraints or limitations that would prevent the contractor from completing the services applied for by the property owner to the Air District by email message to: chipping@baaqmd.gov (Subject: Chipping Cancellation) within 24 hours of discovery. The contractor will use best efforts to group chipping services by geographic location to minimize unnecessary travel between jobs. The Air District reserves the right to request to view the contractor's upcoming chipping schedule at any time, and the contractor will provide an electronic copy via e-mail to the Air District within 24 hours of receiving such request.

3. Chipping Services

The contractor will provide all tools, equipment, supplies, transportation, labor, and supervision necessary to perform the chipping services required to complete each project. The contractor will carry out chipping services in the most efficient manner possible.

The contractor will ensure the property owner's prepared piles comply with the Chipper Pile Guidelines prior to providing chipping services. If the contractor determines a property owner has failed to comply with the Chipper Pile Guidelines, the contractor may leave the property and invoice the Air District accordingly (only for travel time costs, or a portion of travel time costs if the travel time for that outing is shared among multiple jobs). The contractor shall notify Air District of the non-compliance within 24 hours of discovery, and work directly with the property owner to reschedule the chipping services once the property owner is in compliance with the requirements.

The contractor will leave chipped material on the owner's property and off roadways and driveways; unless an alternative (such as off-hauling by the contractor for the contractor's use) is agreed to between the property owner and the contractor at no additional cost to the Air District. The Air District will not pay for movement of chipped material around the owner's property.

4. Tub-Grinding and Grappling Services

The contractor may utilize auxiliary equipment, such as grapple trucks, for projects determined to be infeasible for chipping services by the Air District but determined to be accessible by the contractor. Haul projects shall utilize additional haul truck(s) as necessary to minimize equipment and labor charges. The contractor may also utilize tub grinding services for projects, if by doing so will cost less overall versus either chipping or grappling and hauling. The contractor will leave tub grinded material on the owner's property.

The Air District must approve tub-grinding and grappling services prior to the contractor providing these services. The contractor will notify the Air District of these needed services and will include a quote that lists the total number of hours estimated for each level of professional and administrative staff to be used to perform the services required to complete the project, and an estimate of the total amount of material to be processed in cubic yards (yd³).

5. Reporting and Records

The contractor will maintain accurate records of the quantities of materials chipped, by type, and cooperating with the Air District in any audit or investigations of such records. The contractor will submit a monthly report to the Air District on chipping projects completed in the prior month that includes the following information about each project: address of property, approximate dimensions of chipper piles, amount of time spent in travelling to address, amount of time spent chipping the material, time spent traveling to next address or back to point of origin, and digital “before and after” photos of chipped piles. The Air District will provide the contractor with a report template to provide this information. The contractor will need to have computer skills, equipment and software adequate for email communications with Air District and property owners, and for filling out reports in Microsoft Excel.

B. Contractor Requirements:

1. Performing all work in a thorough, safe and professional manner so that the Programs’ participants are provided reliable, courteous and high-quality chipping services at all times;
2. Prohibiting contractor and its employees from soliciting or accepting any additional compensation or gratuity for services provided under the contract;
3. Ensuring that all employees conduct themselves in a courteous manner and promptly addressing any complaints of discourteous conduct;
4. Designating contacts to be available by e-mail or phone during the regular business hours to respond to Air District questions, complaints and problems and for the Air District to inspect contractor’s operations; and
5. Taking appropriate action to remedy any complaint from a property owner or any violation of the contract within 24 hours after notification by the Air District.

SECTION IV – INSTRUCTIONS TO PROPOSERS

A. General

1. Interested firms must create an account through the Portal described in this RFP to view RFP documents and addenda, and to submit questions and proposals.
2. All proposals must be made in accordance with the conditions of this RFP. Failure to address any of the requirements is grounds for rejection of this proposal.
3. All information should be complete, specific, and as concise as possible.
4. Proposals should include any additional information that the proposer deems pertinent to the understanding and evaluation of the proposal.

5. The Air District may modify the RFP or issue supplementary information or guidelines during the proposal preparation period prior to the deadline. Please check our [Portal](#) for updates prior to the deadline.
6. Proposals shall constitute firm offers. Once submitted, proposals may be withdrawn, modified and resubmitted through the Portal up until the deadline.
7. The Air District reserves the right to reject any and all proposals.
8. All questions must be in written form and submitted through the Portal no later than **4:00 p.m. PT on Friday, November 17, 2023**. Firms will not be able to submit questions after this time. All questions will be answered in writing and posted on the [Portal](#) by **6:00 p.m. PT on Wednesday, November 29, 2023**.
9. The cost for developing the proposals is the responsibility of the proposer and shall not be chargeable to the Air District.

B. Submittal of Proposals

All proposals must be submitted according to the specifications set forth in Section V (A) – Contents of Proposal, and this section. Failure to adhere to these specifications may be cause for the rejection of the proposal.

1. **Deadline** – All proposals are due no later than **4:00 p.m. PT on Friday, December 8, 2023**, and must be submitted via the Portal to:

Cynthia Zhang, Staff Specialist
Bay Area Air Quality Management District
375 Beale Street, Suite 600; San Francisco, CA 94105
Portal link: <https://baaqmd.bonfirehub.com>

2. **Uploading large documents** may take significant time, depending on the size of the file(s) and internet connection speed. Proposers should plan sufficient time before the deadline to finalize their submissions and complete the uploading process. Proposers will not be able to submit documents after the deadline. Proposals received after the deadline will not be considered.
3. **Signature** – All proposals must be signed by an authorized representative of the proposer.
4. **Submittal** – Submit one (1) electronic copy (in Adobe Acrobat PDF file format) of your proposal for each program. In total, two (2) separate proposals must be submitted to provide chipping services for both Programs. Electronic submissions submitted via the Portal will be acknowledged with a confirmation email receipt. Late proposals will not be accepted. Any correction or re-submission of proposals will not extend the submittal deadline.
5. **Grounds for Rejection** – A proposal may be rejected if it arrives after the deadline, is not in the prescribed format, or is not signed by an individual authorized to represent the firm.

6. Disposition of the Proposals – All responses to this RFP become property of the Air District and will be kept confidential until a recommendation for award of a contract has been announced. Thereafter, submittals are subject to public inspection and disclosure under the California Public Records Act. If a respondent believes that any portion of its submittal is exempt from public disclosure, it may mark that portion “confidential.” The Air District will use reasonable means to ensure that such confidential information is safeguarded but will not be held liable for any inadvertent disclosure of the information. Proposals marked “confidential” in their entirety will not be honored, and the Air District will not deny public disclosure of any portion of submittals so marked.

By submitting a proposal with portions marked “confidential,” a respondent represents it has a good faith belief that such portions are exempt from disclosure under the California Public Records Act and agrees to reimburse the Air District for, and to indemnify, defend, and hold harmless the Air District, its officers, employees, and agents, from and against any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses, including without limitation, attorneys’ fees, expenses, and court costs of any nature whatsoever, arising from or relating to the Air District’s non-disclosure of any such designated portions of a proposal.

7. Modification – Once submitted, proposals, including the composition of the contracting team, may be altered up until the deadline. Proposals may not be modified after the deadline. All proposals shall constitute firm offers valid for ninety (90) days from the deadline.

C. Interviews

1. The Air District, at its option, may interview proposers. The interviews will be for the purpose of clarifying the proposals.
2. Submittal of new proposal material at an interview will not be permitted.
3. Interviews may involve a presentation and/or a question-and-answer session.

SECTION V – PROPOSAL FORMAT, CONTENT, AND SUBMITTAL

A. Contents of Proposal

Submitted proposals must follow the format outlined below and include all requested information. Failure to submit proposals in the required format may result in the proposal being eliminated from evaluation and consideration.

1. Technical Proposal
 - a. Cover Letter (Section I) – Include the name, address, and telephone number of the firm, and must be signed by the person(s) authorized to represent the firm.
 - b. Firm Contact Information – Provide the following information about the firm:

- Address and telephone number of the office nearest to San Francisco, California and the address and phone number of the office that each of the proposed staff members are based out of (if different);
 - Name of firm’s representative designated as the contact and email address; and
 - Name of project manager, if different from the individual designated as the contact.
- c. Table of Contents – Clearly identify material contained in the proposal by section.
- d. Summary (Section II) – State overall approach to the Agricultural Waste **and/or** Wildfire Prevention Chipping Services, including the objectives and scope of work, including the following information.
- Indicate where your firm is located, including the addresses of the office nearest to San Francisco, California and equipment yards in the Bay Area (if multiple locations).
 - Indicate the geographic area your firm covers for chipping services.
 - Fill in the hourly rates charged by your firm for the service listed in the table below. Hourly rates shall be firm for the duration of the contracts.

Service	Hourly Rate (\$)
Chipping Services	
Grappling Services	
Tub-Grinding Services	
Travel	
Other (please list):	

- e. Firm Organization (Section III) – Provide a statement of your firm’s background and related experience in providing similar services to governmental organizations, if any. Describe the technical capabilities of your firm and, in particular, the firm’s experience with working with environmental regulations, if any.
- f. Project Organization (Section IV) – Describe the proposed management structure, program monitoring procedures, and organization of the chipping team. Provide a statement detailing your approach to providing chipping services, specifically addressing your firm’s ability and willingness to commit and maintain staffing to successfully perform the services outlined in this RFP.

- g. Assigned Personnel (Section V) – Provide the following information about the staff to be assigned to the project:
- List all key personnel assigned to the project by level and name. Provide a description of their background, along with a summary of their experience in providing similar services for governmental agencies, and any specialized expertise they may have. Background descriptions can be a resume, CV, or summary sheet. Substitution of project manager or staff will not be permitted without prior written approval of the Air District's assigned program manager;
 - Provide a statement of the availability of staff in any local office with requisite qualifications and experience to conduct the requested project; and
 - Provide a statement of education and training programs provided to, or required of, the staff identified for participation in the project. Make particular mention of, with reference to, experience dealing with governmental agencies, procedures, and environmental regulations.
- h. Chipping Equipment (Section VI) – Indicate if any of the chipping equipment to be used to provide chipping services, including tow vehicles and chippers, are electrical, hybrid or otherwise outfitted to result in lower emissions than a conventional gasoline and/or diesel engine.
- i. References (Section VII) - Provide a minimum of three (3) references of other, similar projects including company name or government entity, contact name, title, phone number and e-mail address for all references listed. For each reference, include a description of services provided and dates the services were provided.
- j. Retention of Working Papers (Section VIII) – All working papers are the property of the Air District. Include a statement acknowledging that if your firm is awarded the contract, you will retain project-related papers and related reports for a minimum of five (5) years.
- k. Subcontractors (Section IX) – List any subcontractors that will be used, the work to be performed by them, and the total number of hours or percentage of time they will spend on the contract.
- l. Conflict of Interest (Section X) – Address possible conflicts of interest with other clients affected by actions performed by your firm on behalf of the Air District. The Air District recognizes that prospective proposers may have contracts to perform similar services for other clients. Include a complete list of such clients for the past three (3) years with the type of work performed and the total number of years performing such tasks for each client. The Air District reserves the right to consider the nature and extent of such work in evaluating the proposal.
- m. Additional Data (Section XI) – Provide other essential data that may assist in the evaluation of the proposal.

- n. Self-Certification for Local Business or Green Business (XII) - If applicable, include a statement self-certifying that your firm qualifies as a local business and/or certified green business. “Local business” means that a firm’s headquarters is located within the nine counties of the Air District’s jurisdiction. A green business must be certified by a government agency or independent private rating organization.

SECTION VI – PROPOSAL EVALUATION

A panel of Air District staff will evaluate all proposals. The panel will recommend the selection of the contractor(s) to the APCO, who will, in turn, make a recommendation to the Air District Board of Directors. The Air District Board of Directors must approve the contracts to carry out the work described in this RFP. A link to a typical contract for professional services used by the Air District is included in Section VII.

Proposals will be evaluated on the following criteria:

Criteria	Description	Points
Expertise	Technical expertise, size and structure* of the firm, personnel and equipment assigned to RFP tasks; firm’s ability to perform and complete the work in a professional and timely manner.	25
Cost	Cost or cost effectiveness and resource allocation strategy.	20
Approach	Responsiveness of the proposal based upon a clear understanding of the work to be performed.	20
Skill	Past experience of the firm and, in particular, experience of the firm working on projects of similar scope for other governmental agencies.	20
References	Quality and applicability of references.	10
Firm’s Specialty Focus Area	Local business/Green Business.**	5
	Total	100

* “Size and structure of firm” refers to the ability of a firm’s size to meet the needs of the Air District. It does not give absolute preference to larger or smaller firms.

** The Air District gives preference to local businesses and those that are certified as green businesses by a government agency or independent private rating organization. “Local business” means that a firm’s headquarters is located

within the nine counties of the Air District's jurisdiction. The proposer must self-certify to receive points for these criteria.

The Air District may enter into contracts with multiple contractors to ensure the Programs provide essential services, such as sufficient geographical coverage.

SECTION VII – SAMPLE CONTRACT

A sample contract to carry out the work described in this RFP is available on the Air District's website at <http://www.baaqmd.gov/about-the-air-district/request-for-proposals-rfp-rfq/samples-previous>. (Click the + to the left of Sample Contracts, and then click on the Professional Services Contract link)

SECTION VIII – ATTACHMENTS

- Attachment A – Chipper Pile Guidelines