



MWPA Operations Committee AGENDA

Thursday April 30, 2020

3pm

<https://zoom.us/s/95718685874>

US: 669-900-6833 or 929-205-6099 or 253-215-8782 or 301-715-8592 or 312-626-6799

Webinar ID: 957 1868 5874

ATTENTION: This will be a virtual meeting of the Operations section of the Marin Wildfire Prevention Authority pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate telephonically by utilizing the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, they should contact Jason Weber at jweber@marincounty.org

1. 3 p.m. Call to order & Welcome

2. Roll Call & (Self Introductions 1st meeting only)

George Kraukauer

Jim Schutz

Dan Schwartz

Jason Weber

Jim Fox

Mark Pomi

Marinwood TBD

Chris Gove

Bill Tyler

Rich Shortall

Chris Tubbs*

Kenny Stevens

Todd Cusimano

Garrett Toy

Joe Chinn

Dave Donnery

*Chris Tubbs represents Southern Marin Fire and City of Mill Valley

3. Agenda Adjustments

4. Open time for public expression. *The public is welcome to address the Committee at this time on matters not on the agenda that are within the jurisdiction of the Committee. Please be advised that pursuant to Government Code Section 54954.2, the Committee is not permitted to discuss or take action on any matter not on the agenda. Comments may be no longer than three minutes and should be respectful to the community. **Please silence your cell phones during the meeting / mute your microphone when not reporting out.***

AGENDAS & STAFF REPORTS ON-LINE www.marinwildfire.org

5. Consent Calendar: *The opportunity for public comment on consent agenda items will occur prior to Committee discussion of the consent agenda. The Committee may approve the entire consent agenda with one action. In the alternative, items on the consent agenda may be removed by any Committee or staff member, for separate discussion and vote.*

(a) No consent items for this meeting.

6. Marin Wildfire Prevention Authority (MWWPA) Operations Committee (Ops) Overview—OPS purpose, formation, roles and responsibilities, voting (*Stephen Raab-led review & discussion*)

7. New Business:

- I. Selection of Chair and Vice Chair of the Operations Committee. *Recommendation: Accept nominations for Chair and Vice Chair positions.*
- II. Marin Wildfire Prevention Authority year one funding options. *Recommendation: Receive briefing on year one funding including bridge loans, establish sub-group to develop options.*
 - i. Update on current dry period funding for early time sensitive items
 - ii. Longer dry period funding needs and options
- III. Marin Wildfire Prevention Authority Measure C Tax Administration. *Recommendation: Receive briefing on NBS proposal for Measure C tax administration.*
 - iii. Overview of NBS proposal for administration of year one Measure C tax
- IV. Update on Executive Officer recruitment. *Recommendation: Receive update on executive officer recruitment.*
- V. Marin Wildfire Prevention Authority 2020 Work Plan. *Recommendation: Receive proposal and program updates, establish a sub-committee to develop and refine the 2020 workplan.*
 - iv. Receive proposal by FireSafe Marin
 - v. Update on Fire Mitigation Specialist (defensible space) program
 - vi. Evacuation planning project and CAL-Trans Grant
 - vii. Draft RFP template for contract work
- VI. Marin Wildfire Prevention Authority grant program: *Recommendation: establish sub-committee to develop grant program.*
 - viii. Grant Program sub-committee

8. Committee Reports:

9. Financial Reports:

10. Informational Items:

AGENDAS & STAFF REPORTS ON-LINE www.marinwildfire.org

11. OPS Members Request Future Agenda Items

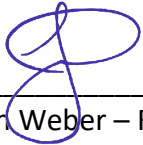
12. Adjourn.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the MWPA at 415-539-MWPA (6972). Notification at least 48 hours prior to the meeting will enable the Agency to make reasonable accommodation to help insure accessibility to this meeting.

*Any writings or documents provided to a majority of the Operations Committee regarding any item on this agenda after the distribution of the original packet will be made available for public inspection at 33 Castlerock Ave. Woodacre CA 94973 *note as of 4/30/20 offices are closed to the public documents will be made available upon request and will be available online at www.marinwildfire.org*

Notice is hereby given that the Operations Committee may discuss and/or take action on any or all of the items listed on this agenda. If any of these matters above are challenged in court, you may be limited to raising only those issues you or someone else raised at any public hearing described on this agenda, or in written correspondence delivered at, or prior to, this Council meeting. Judicial review of an administrative decision of the Operations Committee must be filed with the Court not later than the 90th day following the date of the Operations Committees decision (Code of Civil Procedure Section 1094.6)

I certify that this agenda was posted on the Public Notice Bulletin Board on or before Monday 4/27/20.



Jason Weber – Fire Chief



MARIN WILDFIRE PREVENTION AUTHORITY

For the Meeting April 30, 2020

To: Marin Wildfire Prevention Authority Operations Committee
From: Jason Weber – Fire Chief
Subject: Operations Committee Selection of Chair and Vice Chair

RECOMMENDATION:

Accept nominations for the positions of Chair and Vice Chair of the Operations Committee. Select Chair and Vice Chair to preside over meetings of the MWPA Operations Committee for a term ending December 31, 2020.

BACKGROUND:

The MWPA Operations Committee consists of 17 members, one member from each agency. To ensure meetings are well organized and consistent with best practices, having an organizational structure including a Chair and Vice Chair will be important. Consistent with JPA language the positions of Chair and Vice Chair should strive for a balance of executive/administrative and fire expertise. The Chair and Vice Chair should be from different organizations and include one city/town manager and one fire professional.

FISCAL IMPACT:

MWPA Operations Committee Members are not compensated, there is no fiscal impact to this action.



MARIN WILDFIRE PREVENTION AUTHORITY

For the Meeting April 30, 2020

To: Marin Wildfire Prevention Authority Operations Committee
From: Jason Weber – Fire Chief
Subject: MWPA first year funding

RECOMMENDATION:

Receive briefing on year one funding including bridge loan(s) options, revenue timelines, establish sub-committee to review options and develop recommendations.

BACKGROUND:

Based on community feedback and the immediacy of the wildfire threat to Marin County, the JPA specifically allows for an accelerated start. In order to quickly standup the JPA and accomplish critical work, agencies have been asked to identify projects and programs for the first year. Additionally, the Board is required to produce a budget within 90 days of the certification of the election which occurred on April 2, 2020.

FISCAL IMPACT:

MWPA Operations Committee Members are not compensated, there is no fiscal impact to this action. Any associated budget actions will be determined by the MWPA Board of Directors at a future meeting.



MARIN WILDFIRE PREVENTION AUTHORITY

For the Meeting April 30, 2020

To: Marin Wildfire Prevention Authority Operations Committee
From: Jason Weber – Fire Chief
Subject: Measure C Tax Administration

RECOMMENDATION:

Receive briefing regarding year one tax administration including components of NBS proposal to prepare parcel data for FY20-21 tax roll, administer exemption process and prepare legal notices for the agency.

BACKGROUND:

The preparation of accurate parcel data associated with Measure C is critical to ensure public confidence and prepare our annual budget. The firm NBS was retained to prepare estimates to inform the ballot measure last fall. We are working with NBS to determine what is needed to accomplish an accurate data source for the tax roll, a timely senior exemption process and making required legal notifications.

FISCAL IMPACT:

The fiscal impact associated with the work NBS is doing is under negotiation and is expected to be in a range of \$40,000-50,000 for set up and administration of the tax levy and an additional \$15,000 in mailings in year one to comply with AB2476.



MARIN WILDFIRE PREVENTION AUTHORITY

For the Meeting April 30, 2020

To: Marin Wildfire Prevention Authority Operations Committee
From: Jason Weber – Fire Chief
Subject: Update on Executive Officer Recruitment

RECOMMENDATION:

Receive briefing regarding the recruitment of an Executive Officer to manage and lead the newly created Marin Wildfire Prevention Authority.

BACKGROUND:

The position of Executive Officer will be critical to the management and leadership carrying out the voter initiative providing wildfire prevention services to the constituents of the 17 member agencies. The JPA was developed with a goal to minimize administrative costs and ensure funding is directed to the critical work of preventing wildfire damage, destruction and loss of life. The Executive Officer will be critical in the roll of minimizing overhead costs and maximizing delivery of programs and projects. Nelson Staffing has been retained to manage the recruitment of this position as the JPA is being stood up and member agencies are managing the Covid-19 pandemic.

FISCAL IMPACT:

The cost for Nelson Staffing to manage the recruitment is \$26,250. Associated salary and benefits of the Executive Officer will be established by the MWPA Board at a future meeting.



MARIN WILDFIRE PREVENTION AUTHORITY

For the Meeting April 30, 2020

To: Marin Wildfire Prevention Authority Operations Committee
From: Jason Weber – Fire Chief
Subject: 2020 Workplan

RECOMMENDATION:

1. Receive FIRESafe Marin Proposal from Rich Shortall (attached),
2. Update on defensible space evaluation program for 2020,
3. Update on evacuation study and current DPW grant,
4. Update on draft RFP for MWPA project work (attached).

Establish a sub-committee to work on elements of the 2020 workplan including items outlined above.

BACKGROUND:

During the development of the Marin Wildfire Prevention Authority community leaders, municipalities and fire professionals collaboratively developed a program to holistically address the wildfire threat in Marin. Additionally, there is interest in expediting work in year one to reduce risk to our communities. Attached to this staff report is a proposal from FIRESafe Marin, an executive summary from a County DPW grant to study evacuation routes and a draft RFP to use when putting projects out to bid.

FISCAL IMPACT:

Fiscal impacts vary associated with the individual items. FIRESafe Marin's proposal is \$1,139,500. The defensible space evaluation program costs will not exceed the allocated 20% per agency as described in the JPA. The evacuation grant



from DPW is estimated to cost \$740,500 and could substantially reduce the JPA's costs associated with doing this study independently. The RFP was developed by the City of San Rafael and is intended to create a competitive bidding market for work and ensure that agencies and JPA zones are not competing for like services.



For the Meeting April 27, 2020

To: Marin Wildfire Prevention Authority Operations Committee

From: Rich Shortall – President FIRESafe MARIN

Subject: Proposal for Public Education and Other Fire Protection and Prevention Services

INTRODUCTION:

In March 2020, Measure C was approved by 71% of Marin voters. In an election that was not friendly to new taxes, this was a decisive victory, especially considering that most fire safety related measures failed to pass throughout the State. Shortly after the election, on April 7, Marin Independent Journal columnist, Dick Spotswood, wrote the following:

“Measure C proponents now need to outline their exact plans and include a timeline. To retain the confidence the super majority of voters have placed in Marin’s fire professionals, follow the old rule: Never promise more than you can deliver and deliver what you promise. A constant communication campaign informing Marinites what fire-prevention progress is being made, is essential.”

With Spotswood’s advice in mind, it is important to the long term success of the new Marin Wildfire Prevention Authority to launch multiple and highly visible wildfire protection and prevention projects at the start of 2020’s fire season.

Unfortunately, the combination of a particularly dry winter and the coronavirus pandemic will complicate hazard mitigation efforts and strain resources statewide. Hand crews and contractors tasked with vegetation management projects may either be unavailable or ineffective due to social distancing requirements. Also there is a substantial risk that firefighter illnesses could reduce staffing available to fight a major wildfire. In the face of a potential shortage of healthy firefighters, fire prevention work, such as clearing vegetation around homes and evacuation routes, is more critical this year than ever before.

Much of the land most at risk in Marin is privately owned. The experience of the North Bay fires proved to us that even relatively urbanized areas such as Coffey Park are not immune to wildfire. The creation of fuel breaks and defensible space behind homes on public property is indeed worthwhile. But, also effective in reducing risk is the creation of defensible space and home hardening on private property. It is critical that we engage homeowners and educate them on maintaining their property. Public education campaigns and defensible space evaluations, which directly reach property owners, are the best ways to accomplish this.

In consultation with Marin's Fire Chiefs, FIRESafe MARIN has prepared an action plan for 2020 to substantially increase wildfire protection and prevention education and training, to expand popular grazing projects which reduce fuels and create defensible space behind homes, and to enhance early warning systems to improve evacuation. Although it will take some time before the MWPA JPA becomes fully staffed and operational, FIRESafe MARIN stands ready today to begin implementing important wildfire protection and prevention projects without delay. FIRESafe MARIN is already widely recognized as the lead agency in Marin providing superb and contemporary wildfire protection and prevention education to the public. What's more, members of FIRESafe MARIN have been successfully managing large scale grazing projects in the Ross Valley for the past several years. For 29 years, FIRESafe MARIN has worn many hats by providing wildfire protection and prevention training, applying for and managing a multitude of wildfire protection and prevention grants, planning and managing countywide chipper days, supporting the explosive growth of Marin's FIREWISE USA Sites, and managing large scale fuel reduction projects and grazing programs. In the future FIRESafe MARIN expects some of these activities to be transferred to MWPA, allowing FSM to concentrate on wildfire protection and prevention education and training. But, because it is not possible for the MWPA to be fully operational during this fire season, which is quickly approaching, it makes good sense to employ FSM to launch important wildfire protection and prevention projects during this critical fire season.

FIRE SAFETY EDUCATION:

Following is a list of wildfire protection and prevention projects, which, if implemented in 2020 by FIRESafe MARIN, will ensure public credibility and ensure a non-bureaucratic response to wildfire safety.

Work in cooperation with Marin Fire Prevention Officers to ensure all wildfire protection and prevention educational materials are current and standardized throughout the County.

Work with Marin's major environmental groups, such as the Marin Conservation League, Marin Master Gardeners, the California Native Plant Society, and others to ensure standardization and coordination of wildfire protection and prevention information and incorporation of appropriate environmental concerns/issues in educational material. The ESP (Environmentally Sound Practices) is a newly formed committee composed of representatives from Marin's environmental and climate organizations and fire professionals which is already formed for this purpose.

Provide one (1) interactive on-line wildfire protection and prevention education webinar per month and widely advertise its availability. Different topics would be presented each month with classes archived and available for review on our website.

Provide five (5) Community wildfire protection and prevention workshops per year -- one in each of the five JPA operational zones. These workshops would include information on home hardening, fire safe landscaping, evacuation protocols, and other topics. These workshops should also serve to connect property owners with landscapers and home hardening contractors.

Provide one (1) annual training workshop for Landscape professionals.

Provide one (1) annual training workshop for Home Hardening contractors.

Based on the Mill Valley model, develop short wildfire protection and prevention videos to be run in movie theaters.

Collaborate with Marin Schools to develop and deliver a wildfire protection and prevention training module similar to the American Red Cross' Pillowcase Project. Marin's "Get Ready Fifth Grade" program is under revision and provides an excellent partnership opportunity. These programs have proven to be effective in also educating parents who often do not have time to attend workshops and classes.

Work with private contractors to ensure all training programs and materials are professionally produced.

Work with a public relations firm to ensure effective messaging and materials including outreach to mass media, social media, websites, etc. in order to reach and motivate widest the possible audience.

Serve as a resource to provide supplemental training and/or educational support to MWPA's wildfire mitigation specialists.

Organize a quarterly FIREWISE Community meeting to share information and best practices.

Actively support Marin's FIREWISE USA sites by doing the following: Visit sites regularly; attend their local meetings; give advice on increasing member participation and improving effectiveness; provide educational information; and work with local Fire Agencies to increase the number of sites.

Maintain an up-to-date and comprehensive website with an extensive library of resources covering a plethora of wildfire protection and prevention topics.

Respond to requests from the public for wildfire protection and prevention information. All code enforcement or other local fire safety issues will be directed to the appropriate Fire Agency.

Prepare educational materials, such as brochures and handouts for distribution to the public and as an educational resource for Wildfire Mitigation Specialists.

Develop bilingual educational materials and training.

Prepare a periodic and regular (e.g. quarterly or monthly) newsletter with wide distribution.

Prepare regular wildfire protection and prevention articles and Op Eds for publication in Marin media outlets, for instance, the Marin IJ, Pacific Sun, MarinScope, and Community newspapers.

Collaborate with the Marin Master Gardeners and similar organizations to create Fire Smart demonstration gardens throughout the County including examples of home hardening where possible.

VEGETATION MANAGEMENT:

Grazing Project

In cooperation with the Sleepy Hollow Fire Protection District, FIRESafe MARIN in 2016 organized a meeting of local agencies and landowners to discuss a large scale, regional goat and sheep grazing pilot program to reduce wildfire fuels in targeted locations in Central Marin and the Ross Valley. This grazing program is now entering its third year. Last year in 2019, more than 600 acres were grazed in Sleepy Hollow, Terra Linda, Lucas Valley, Fairfax, and San Anselmo. The program targeted high hazard areas to reduce light fuels and shrubs near homes and infrastructure and create strategic fuel breaks in anticipation of potential wildfires. Grazing is already underway for 2020 with plans in place to repeat 2019's success.

The program has grown to include the following partners: ● FIRESafe MARIN ● Sleepy Hollow Fire Protection District ● Marin County Parks and Open Space ● Town of Fairfax ● Town of San Anselmo ● Ross Valley School District ● San Domenico School ● Private landowners ● Triple C Ranch ● Rocking H Ranch ● Skywalker Ranch ● Marin Municipal Water District

Recognizing the increased wildfire potential in 2020 related to both the drought conditions and the COVID-19 pandemic, FIRESafe MARIN proposes an expansion of this grazing program as a realistic and cost-effective "shovel-ready" measure with the potential to dramatically mitigate hazards near vulnerable communities.

Grazing may be one of the most effective tools for hazard mitigation during 2020's unique circumstances: ● Can be rapidly scaled to the landscape level ● Enjoys broad community support ● Compliance already complete ● Requires little human interaction: (one to two herders per herd of 400 animals) ● Existing contacts with herders can be expanded if a timely decision is made ● A majority of the funds for expanded grazing contracts would not be due until well into the 2020-2021 fiscal year

The current program creates defensible space by grazing grasses, shrubs, and light fuels behind homes adjacent to County Open Space, Town owned parcels and parks, and or private lands conducive to wildfires. While the existing program focuses on reducing fuels within 100 feet of structures, FIRESafe MARIN recommends expanding this in 2020. It is now widely recognized that the term "Defensible Space" refers to the creation of a reduced fuel zone within 100 feet of structures to increase the safety and viability of fire suppression resources and firefighters tasked with defending structures. Many statewide fire suppression agencies, including Marin County Fire Department and CAL FIRE, have acknowledged that fire suppression resources may be impacted or reduced due to COVID-19 in 2020. In recognition of this, existing partners and new agencies considering joining the grazing consortium should consider a one-year expansion of clearance near homes up to 200 to 300 feet. The goal of adding additional depth to fuel reduction is to create a "survivable space" (due credit to Chief Tom Welch, Mill Valley Fire Department) rather than a defensible space.

Based on experience and a review of CWPP priorities and countywide fuel mapping, an achievable goal would be an expansion of grazing from 1200 animals (in 2019) and 600 acres, to 2400 animals and 1200 acres. Our window of opportunity for this program is closing rapidly. Grazing contractors are much in demand throughout the State. If we want to expand this program, we will have to make a commitment to the contractors in the very near future. A program of this magnitude would require extensive public communication and signage, and an

area coordinator/liaison between the community for each of four herd groups. A draft map is currently under development, targeting viable high hazard zones where fuels are such that grazing will be effective. Care is being taken to balance effectiveness, equity among partners and communities, and protection of lives, assets, and infrastructure.

For some background, the grazing program had already stimulated similar activity elsewhere in Marin County. In 2019 a goat herd was used to clear property owned by a couple public agencies (Tamalpais Community Services District, TCSD, and Marin County Open Space District, MCOSD) in the vicinity of the Marinview Community Association in southern Marin. This project, funded in part by a federal grant awarded to TCSD, utilized goat grazing on about 9 acres. The success and acceptance of this project has resulted in plans to more than double the goat grazing area for this year (2020). The Tam Valley success has also resulted in the Homestead Valley Community Association scheduling the goats on portions of its and MCOSD property within Homestead Valley. All this activity (using the goats on over r30 acres) is being supported by the local community groups and grants awarded to those groups. These are two examples of how the concept of grazing could be utilized in several areas throughout Marin County.

Chipper Days

We propose that at least one chipper day would be offered to each FIREWISE Site in Marin. Smaller sites would be grouped together for efficiency. Each of the seventeen participating jurisdictions in the MWPA would also be offered at least two Chipper Weekends. FIRESafe MARIN could coordinate the program for the first year in cooperation with local agencies. Eventually, this program should be taken over by the MWPA once it is fully operational.

EVACUATION / ALERTS & WARNING:

Red Flag Warning Signage Project

Last fire season the Cascade Canyon FIREWISE Site in Fairfax piloted a project that involved placing red flag warning signs on major streets in their community. The signs were placed on standard A frame style construction barricades. FIREWISE Site members placed, removed, and stored their signs. We propose expanding this program to other areas of Marin. Signage would have to be standardized, as well as a common protocol for placement and removal established. FIRESafe MARIN would also provide information to the public regarding actions to improve personal preparedness on red flag warning days.

NOAA Radio Pilot Project

The Marin County Sheriff's Office of Emergency Services (OES) recently entered into a Memorandum of Understanding (MOU) with the National Oceanic and Atmospheric Administration (NOAA) to include their NOAA weather radio system as part of the County's alert and warning system. The primary advantages of this radio system are that it remains functional during power shutoffs and provides reception in most if not all areas of the County that do not have regular cell phone coverage. Recently the Sleepy Hollow Fire Protection District distributed NOAA weather radios to each of its block captains. Pending a successful test of the system by Marin OES, the District intends to distribute radios to all 850 households in Sleepy Hollow, which have little to no routine cell phone coverage. The Novato Fire District is also interested in doing a similar pilot project.

BUDGET

FSM Educational Programs/Public Outreach \$ 560,000

Vegetation Management

Grazing Contractors and animals for 600 acres \$ 600,000

(200) Chipper Days \$ 500,000
\$ 1,100,000

Evacuation / Alert & Warning

NOAA Radio Pilot Project
(1000) Midland WR120-ez radios x \$27 ea. \$ 27,000

Red Flag Warning Signage Project
(250) signs x \$50 ea. \$ 12,500
\$ 39,500



Executive Summary Excerpt from Marin County DPW Evacuation Planning Grant

More than 260,000 people live in Marin County, served by cities, towns, the County of Marin, and fire agencies. Marin's wildlands, lush vegetation, proximity to the bay and the ocean make our neighborhoods beautiful and desirable places to live, but also leave residents and visitors vulnerable to wildfire, sea level rise, flooding and earthquakes. A collective effort by all affected and responsible agencies, citizens and property owners is necessary to build a resilient community and reduce the threat of sea level rise, flooding, earthquakes and wildfire to life, property, and infrastructure.

The objective of the project is to holistically evaluate and develop strategies to improve evacuation route safety, efficiency and success in Marin County through broad collaboration with first responders, emergency planners, local, regional and state public works officials, Caltrans staff, transportation providers, vulnerable community members and the general public. Building on existing climate change adaptation and resiliency efforts underway to identify sea level rise and wildfire vulnerabilities, primary and secondary evacuation routes (including State Highways) will be evaluated to further identify system vulnerabilities during evacuation orders and ways to make improvements.

A number of strategies to address these conditions have been considered over the years but not thoroughly vetted for feasibility, cost effectiveness, and operational efficiency and effectiveness of the transportation network during mass evacuations. Recent fire safety public education events (Living with Fire, by FIRESafe MARIN) highlight the fact that people are unsure what the evacuation plans are, what they should do, what the hazards are, and what level of traffic impacts will occur during mass evacuations. Fire officials do not have the technical traffic engineering data needed to answer many of these critical questions.

The proposed project will build on other related studies and data collected to date, analyze and model the effects of various solutions on traffic and circulation along primary and secondary evacuation routes during scenarios provided by first responders. Planned outcomes include development of a range of suitable and deliverable solutions, both near term and longer term, estimated costs, and prioritization of proposed improvements to enable compelling pursuit of funding to construct the desired improvements in a timely fashion.

With increasing intensity and frequency of wildfires, flooding, other natural and man-made disasters and compounding factors projected into the future, it is essential to make improvements to Marin's constrained evacuation corridors as soon as possible to avoid significantly jeopardizing the mobility, public safety, and the regional economy. Absent funding to conduct the needs assessment and evacuation plan, the ability to collaborate with affected agencies, landowners and vulnerable communities and plan for evacuations to save lives cannot happen.



Date Issued: **XXXXXXXXXX**

REQUEST FOR PROPOSALS:
Vegetation Management Project

Submit Responses to:

XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

Proposals Must Be Received by: **XXXXXXXXXX**

PROPOSAL WILL NOT BE ACCEPTED AFTER THIS DATE AND TIME

REQUEST FOR PROPOSALS FOR Vegetation Management Project

Note Regarding the Public Records Act:

Government Code Sections 6550 et seq., the California Public Record Act, defines a public record as any writing containing information relating to the conduct of the public business. The Public Record Act provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure.

Be advised that any contract that eventually arises from this Request for Proposals is a public record in its entirety. Also, all information submitted in response to this Request for Proposals is itself a public record without exception. Submission of any materials in response to this Request for Proposals constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you are consenting to release of such materials by the Marin Wildfire Prevention Authority ("MWPA") if requested under the Public Records Act without further notice to you and (2) you agree to indemnify and hold harmless the MWPA for release of such information.

If the MWPA receives a request for any portion of a document submitted in response to this RFP, the MWPA will not assert any privileges that may exist on behalf of the person or entity submitting the proposal, and the MWPA reserves the right to disclose the requested materials without notice to the party who originally submitted the requested material. To the extent consistent with the Public Records Act and applicable case law interpreting those provisions, the MWPA and/or its officers, agents, and employees retain discretion to release or withhold any information submitted in response to this RFP.

Submission of a proposal constitutes a complete waiver of any claims whatsoever against the MWPA and/or its officers, agents, or employees that the MWPA has violated a Proposer's right to privacy, disclosed trade secrets, or caused any damage by allowing the proposal to be inspected.

1. GENERAL INFORMATION

1.1 Statement of Intent

The Marin Wildfire Prevention Authority, through this Request for Proposals (“RFP”) seeks a qualified contractor to provide professional services for the “Marin County Open Space Vegetation Management Project.” Please see Section 4, below, for a full description of the services required. It is a Proposer’s responsibility to review the entire RFP in order to submit a complete and responsive proposal. The highest ranked Proposer, based on the written response to the RFP, as well as any interviews, if scheduled, will be invited to negotiate a contract with the MWPA. The target start date for the proposed services is [x], subject to negotiation of a final agreement. Work in open spaces can occur [between x and x] each year. The contract is structured as a two-year contract (through 2021), with an option to renew for one additional year (2022).

2. RFP PROCEDURE

This section describes the general RFP procedure used by the Marin Wildfire Prevention Authority. This RFP seeks the submission of proposals from interested and qualified Proposers. The MWPA seeks to obtain the listed services in a manner that maximizes the quality of services while also maximizing value to the MWPA and, by extension, its residents. Proposers must be able to show that they are capable of performing the services requested. Such evidence includes, but is not limited to, the respondent's demonstrated competency and experience in delivering services of a similar scope and type and local availability of the Proposer's personnel and equipment resources.

2.1 Tentative Schedule of Events

The following schedule is tentative, and the Town may amend the tentative schedule as necessary by addenda.

Table 1: Tentative Schedule of Events

Event	Target Date
1. RFP Release Date	[x]
2. Optional Pre-Proposal Conference and Site Visits	[x]
3. Optional Additional Site Visit	[x]
4. Deadline to Submit Written Questions	[x]
5. Responses to Written Questions	[x]
6. Proposal Deadline – Proposals Must Be RECEIVED by 4:00 p.m. on this Date	[x]

2.2 Pre-Proposal Conference

There will be a pre-proposal conference as outlined above at [x]. The purpose of this meeting will be to review the project requirements, RFP response requirements, evaluation criteria, conduct a project site visit to two of the eight sites (please dress accordingly), and answer any questions from prospective Proposers. Attendance by at least one key representative from each Proposer's company is voluntary but encouraged. An opportunity to conduct an optional walkthrough of the remainder of the sites will also be provided per the schedule above.

2.3 Submission of Proposals

2.3.1 Method of Submission

Proposals must be submitted by the submittal deadline, as follows:

An electronic copy of proposal by email received at [x]. Alternatively, one printed copy of proposal delivered by mail or hand to the following address: [x]

The subject header and/or back of submitted envelope(s) shall be labeled "[x]". Proposals shall be in the format required in Section 5 below. There will not be a public opening of proposals. All proposals shall be

firm offers, and will so be considered by the MWPA, although the MWPA reserves the right to negotiate terms upon evaluation of the proposals. Proposals will be considered valid offers for a period of ninety (90) days following the close of the RFP.

2.3.2 No Collusion

By submitting a proposal, each Proposer certifies that its submission is not the result of collusion or any other activity that would tend to directly or indirectly influence the selection process. The proposal will be used to determine the Proposer's capability of rendering the services to be provided. The failure of a Proposer to comply fully with the instructions in this RFP may eliminate its proposal from further evaluation as determined in the sole discretion of the MWPA. The MWPA reserves the sole right to evaluate the contents of proposals submitted in response to this RFP and to select a contractor, if any.

2.3.3 Late Proposals

Proposals received late will not be opened or given any consideration for the proposed services unless doing so is deemed to be in the best interest of the Town, as determined in the sole discretion of the Town. All proposals will be date/time stamped upon receipt. All proposals received prior to the deadline for proposals will be kept in a secure place.

2.4 Proposal Evaluation

All proposals received will be evaluated by an RFP Evaluation Committee. During the evaluation process, the MWPA may require a Proposer's representative to answer specific questions orally and/or in writing. The MWPA may require interviews. The MWPA may also require a visit to the Proposer's offices, other field visits or observations by MWPA representatives, or demonstrations as part of the overall RFP evaluation. Once a finalist or group of finalists is selected, additional interactions or information may be required. Responses to this RFP must adhere to the format for proposals detailed in Section 5. The criteria used as guidelines in the evaluation will include, but not be limited to, the following:

- A. Proposer qualifications and experience, including experience adhering to MMRPs and on-staff certified Pest Control Advisor to prescribe pesticide application rates and methods, and to oversee Contractor's pesticide application work
- B. Proposed approach, including clarity of understanding of the scope of services to be provided and appropriateness of the proposed solution/services.
- C. History of successfully managing other contracts with public or private agencies
- D. Ability to meet any required timelines or other requirements
- E. Claims and violations against responding organization or its agents
- F. Cost for the primary services described by this RFP
- G. References & Experience: Experience with similar vegetation management projects in 4 Section 2: RFP Procedure wild land settings. Please include three (3) detailed project descriptions. Please also state the number of years the Firm has been in business.
- H. Compliance with the MWPA's RFP and contractual requirements

The MWPA may consider any other criteria it deems relevant, and the Evaluation Committee is free to make any recommendations it deems to be in the best interest of the MWPA. Inaccuracy of any

information supplied within a proposal or other errors constitute grounds for rejection of the proposal. However, the MWPA may, in its sole discretion, correct errors or contact a Proposer for clarification.

The MWPA reserves the right to evaluate proposals solely based on each proposer's written submission. In relation to written materials, evaluation will be performed only on the material included directly in the proposal itself unless otherwise indicated or requested by the MWPA. The MWPA will not access company websites or read sales brochures, marketing materials, or white papers in evaluating proposer's experience or proposed methodology unless doing so is in the MWPA's best interest. Proposer may submit additional materials or reference on-line information as part of its proposal, but these will not necessarily be considered during the proposal evaluation process.

2.5 Proposal Recommendation

The Evaluation Committee will recommend a provider or providers to the [x] or may recommend that all proposals be rejected. The most qualified proposer(s) will be recommended to the [x] based on the overall strength of each proposal, and the evaluation is not restricted to considerations of any single factor such as cost. [x] will then make his/her own decision as to whether to accept or reject the Evaluation Committee's recommendations. Ultimate acceptance or rejection of the recommended proposal(s) and execution of a contractual agreement(s) is the independent prerogative of the MWPA, notwithstanding any recommendations made by the Evaluation Committee.

2.6 Notice to Proposers

The MWPA is not required to give notice to Proposers in any specific format or on any particular timeline. At some point prior to execution of a final agreement for the requested services, the MWPA will notify those who submitted proposals of their non-selection. Proposers may be notified at different times depending on the needs of the Town.

2.7 Protest Process

If a Proposer desires to protest the selection decision, the Proposer must submit a written protest within five (5) business days after the delivery of the notice about the decision. The written protest must be submitted to [x], as outlined below. Protests received after the deadline will not be accepted. Protests must be in writing, must include the name and address of the Proposer and the RFP title, and must state all the specific ground(s) for the protest. A protest that merely addresses a single aspect of the selected proposal (for example, comparing the cost of the selected proposal in relation to the non-selected proposal) is not sufficient to support a protest. A successful protest will include sufficient evidence and analysis to support a conclusion that the selected proposal, taken as a whole, is an inferior proposal.

[x] will respond to a protest within ten (10) business days of receiving it, and the MWPA may, at its election, set up a meeting with the Proposer to discuss the concerns raised by the protest. The decision of [x] will be final. The protest letter must be sent or hand-delivered to: [x]

3. GENERAL TERMS AND CONDITIONS

3.1 Read All Instructions

Please read the entire RFP and all exhibits before preparing your proposal.

3.2 Proposal Includes the RFP

This RFP constitutes part of each proposal and includes the explanation of the MWPA's needs, which must be met.

3.3 Proposal Costs

Costs for developing proposals are entirely the responsibility of the Proposer and may not be charged to the MWPA.

3.4 Proposal Becomes Town Property

The RFP and all materials submitted in response to this RFP will become the property of the MWPA.

3.5 Questions and Response Process

Submit all questions relating to this RFP to the following email address:

E-mail to: [x]

Subject Line: [x]

All questions must be received no later than [x]

This RFP, all questions, answers or modifications will be posted on the MWPA's website at [x] and emailed to the list of pre-proposal meeting attendees who provide their email to the MWPA. If changes to the RFP are warranted, they will be made in writing, clearly marked as addenda to the RFP, per Section 3.6 below.

3.6 Alteration of Terms and Clarifications

No alteration or variation of the terms of this RFP is valid unless made or confirmed in writing by the MWPA. Likewise, oral understandings or agreements not incorporated into the final contract are not binding on the MWPA.

If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the Proposer must immediately notify the MWPA of such error in writing and request modification or clarification of the document. If a Proposer fails to notify the MWPA of an error in the RFP prior to the date fixed for submission, the Proposer shall submit a response at his/her own risk, and if the Proposer

enters into a contract, the Proposer shall not be entitled to additional compensation or time by reason of the error or its later correction.

Modifications or clarifications to the RFP will be posted on the MWPA's website as outlined in Section 3.5, above, without divulging the source of the request for same. The MWPA may, at its discretion, also give electronic notice by email to all parties on the proposers list, pre-proposal meeting list and/or who have notified the MWPA of their electronic contact information in response to this RFP, but no party that fails to receive email notice has any basis for protest given that all clarifications will be available online. It is the obligation of all proposing parties to check the MWPA website for updates regarding the RFP if they wish to be kept advised of clarifications prior to submitting a proposal. Failure to do so will not provide a ground for protest.

3.7 Selection of Provider(s)

The selection of a provider will be memorialized in the form of a "Marin Wildfire Prevention Authority Standard Professional Services Agreement" (see the sample template in Exhibit D), authorized by the and signed by both parties. Submission of a proposal constitutes the Proposer's approval and agreement to execute an Agreement in the form of Exhibit D.

The MWPA reserves the right to reject any or all proposals without penalty. The MWPA's waiver of an immaterial deviation in the proposal shall in no way modify the RFP documents or excuse the Proposer from full compliance with the specifications if the Proposer enters into a contract.

Selection of a proposal and eventual submission to the MWPA's authorized representative by way of an Agreement does not constitute an offer, and Proposers acknowledge by submission of a proposal that no agreement is final unless and until an agreement with the MWPA is fully executed.

3.8 Amendments to the RFP

The MWPA may modify this RFP by written Addendum emailed to all Proposers that are on the official proposers list and/or have attended and signed in at the pre-proposal meeting. Any Addenda will be also posted on the MWPA's website . It is the responsibility of all interested Proposers to check the MWPA's website for Addenda. The MWPA will not be responsible for failed receipt of Addenda by any interested Proposer in any case. All Addenda will be furnished no less than 7 days prior to the opening of proposals and must be referred to by number and date on the proposal.

3.9 Examination of Site and RFP Documents

Attention is directed to proposer's obligation to examine the work site and RFP documents to determine any site variation that may affect the proposal, and investigate the conditions of existing clearances, restrictions, or limitations that may affect access to the work (see Section 4 for a list of reference documents). The Proposer's failure to do any and all of the above shall not become a basis for claim of additional monies or extension of time.

3.10 Insurance

The MWPA has certain insurance requirements that must be met. Insurance requirements are described in “[x]”.

3.11 Incomplete Proposals May be Rejected

Failure to satisfy any of the requirements identified in this RFP may result in the rejection of the proposal.

3.12 Contact with Town/Department Employees

As of the issuance date of this RFP and continuing until the final date for submission of proposals, all Proposers are specifically directed not to hold meetings, conferences, or technical discussions with any MWPA employee for purposes of responding to this RFP except as otherwise permitted by this RFP. Any Proposer found to be acting in any way contrary to this directive may be disqualified from entering into any contract that may result from this RFP. Proposers shall submit questions or concerns about the process as outlined in Section 3.4, above. The Proposer shall not otherwise ask any MWPA employees about questions regarding the RFP or related issues, either orally or by written communication, unless invited to do so.

3.13 Miscellaneous

The MWPA reserves the right to reject any and all proposals and/or terminate the RFP process if deemed in the best interest of the MWPA. Further, while every effort has been made to ensure the information presented in this RFP is accurate and thorough, the MWPA assumes no liability for any unintentional errors or omissions in this document. The Town reserves the right to waive or modify any requirements of this RFP when it determines that doing so is in the best interest of the Town. The selected contractor will be required to have or obtain a Hillsborough Business License issued by the Town’s Finance Department.

4. SCOPE OF WORK

4.1 Background

The deadliest and most destructive wildfires in the California's history have occurred in recent years, and Marin's wildlands and lush vegetation make our community particularly vulnerable to future conflagrations. Fire does not respect jurisdictional boundaries, and it is imperative that cities and towns take immediate, coordinated, and sustained action to protect the community.

Following the devastating wildfires in Sonoma and Napa counties in 2017, the Marin County Fire Chiefs' Association, County officials, and city officials set about producing various lessons-learned assessments, including the County of Marin's "[Community Wildfire Protection Plan](#)," the "[Lessons Learned from North Bay Fire Siege](#)" report, the City of San Rafael's "[Wildfire Prevention and Protection Action Plan](#)," and the [Marin Civil Grand Jury Report's on Wildfire Preparedness](#). These reports included several recommendations to prevent such a tragedy from impacting our community, including the creation of a countywide Joint Exercise of Powers Agreement (JPA) to better coordinate efforts and resources across Marin's various cities, towns, and unincorporated areas.

With this goal in mind, on March 3rd, 2020, Marin County voters approved the creation of a countywide JPA called the Marin Wildfire Prevention Authority (MWPA), while simultaneously authorizing a ten-year parcel tax that will raise approximately \$19 million per year to fund the activities of the MWPA. Those activities will include: wildfire detection and evacuation system improvements, vegetation management and fire hazard reduction, defensible space and home hardening evaluations, public education and neighborhood wildfire preparedness, and local specific wildfire prevention efforts

4.2 Relevant Background Documents

The following past studies, environmental documents, and environmental permits and agreements guide work on this project. These documents are available on the MWPA's web site at **[x]**:

[x]
[x]
[x]
[x]
[x]

4.3 Relevant Environmental Laws and Regulations

The following environmental laws and regulations guide the MWPA's and any selected Contractor's work:

- A. **California Department of Fish and Game Code.** The California Fish and Game Code prohibits impacts to actively nesting birds, their nests, or their eggs.
- B. **Federal Endangered Species Act.** Requires the Town to ensure that its actions do not jeopardize the continued existence of a listed species, or destroy or adversely modify the listed species'

“critical habitat.” These requirements are outlined in the Project Biological Opinion issued by the U.S. Fish and Wildlife Service.

- C. **Migratory Bird Treaty Act.** This Act makes it unlawful to “take” (kill, harm, harass, shoot, etc.) any migratory bird listed in 50CFR 10, including their nests, eggs, or young. Migratory birds include geese, ducks, shorebirds, raptors, songbirds, and seabirds. The Act requires that the Town try to avoid take through work during non-nesting season, or if work during nesting season, to conduct preconstruction surveys and limit work near active nests.
- D. **NEPA and CEQA.** Requires the Town to consider the effects of its actions on the environment, and to reveal effects to the public through the planning process. NEPA and CEQA documents were prepared for this project, and include general measures to reduce the effects of work on the environment which were adopted by the Town.

E. Local ordinances worth citing

4.4 Project Location

The project area is located approximately three miles north of the City and County of San Francisco and encompasses the whole of Marin County, California. The project area consists of [x] open space areas, all of which are adjacent to residential development. The open spaces contain canyons and hillsides in elevations from approximately [x feet to x feet] above sea level. Detailed maps, including overview, project areas and site access maps are provided in [x].

Fire maintenance activities are planned within approximately [x] acres of the total [x] acres of open space lands in Marin County. Treatment acre estimates were derived using GIS mapping software and should be considered a reasonably accurate plan view estimate of treatment areas. There are, however, inherent inaccuracies using GIS software in steep terrain. Further, vegetation and conditions may have changed since mapping. Therefore, Contractor is directed to make an independent assessment of work costs based on an independent review of actual site conditions, using the work areas shown on the attached maps rather than solely estimating work using the acreage estimates provided in the RFP. The MWPA is not responsible for costs associated with any variations in actual site conditions from GIS data provided. Final work area configurations may be adjusted in the field, as described below, to avoid sensitive resources.

Marin County maps and associated land area estimates are provided on a plan view basis only. Topographical lines are provided on the provided project maps. Acres shown on maps and acreage estimates used throughout this document are in plan view, not corrected for slope or topography. It is incumbent upon Proposer to incorporate all slope and topographical considerations into their work plan, proposals and final costs. Costs provided by the Proposer on the attached cost sheet ([x]) shall be on a plan view acre basis.

4.5 Project Description

Fire Maintenance Areas are depicted in the maps ([x]) and tables ([x]). Final work areas will be selected annually to focus work on those areas that require maintenance to keep them in a fire safe condition. Annual work acreages will vary, but the total work area will remain at approximately [x] (plan view) acres.

It should further be noted that some vegetation to be treated is in hazardous condition areas such as very steep hillsides, inaccessible hike-in sites, areas without access to water, sites with poison oak, rattlesnakes, mountain lions, ticks, and other hazards present that may require special work methods or

safety practices. Contractors will be afforded further opportunities to conduct site visits prior to submitting proposals, including during the pre-bid conference. It is Contractors' responsibility to thoroughly assess site conditions, including hazardous condition areas, and incorporate any and all special work procedures, equipment and training into the proposed scope, budget, work approach, employee safety measures and training.

4.6 Description of Work to Be Performed

The MWPA anticipates annual Fire Maintenance Activities will be required each year. The amount of treatment will depend upon actual site conditions, as determined by an annual field visit in [x] (see below). The MWPA has provided a proposed three-year treatment schedule, attached as [x]. The MWPA reserves the right to increase or decrease annual work acreages based on actual site conditions each year. Please also consult maps for information on vegetation types and work area locations presented by individual site.

Fire Maintenance Activities will be guided by the following principles:

- 1) Per-acre costs for fire maintenance shall be provided in the Contractor's Proposal for each of the three major vegetation types and for large and dense invasive plant infestations:
 - Woodland
 - Shrubland
 - Grassland
 - Fire Roads
 - Tree Maintenance
 - Dense Invasive Plant Areas

These vegetation types roughly translate into different types of vegetation treatments (e.g. grasslands will be mowed or grazed; woodlands will be brush-cut or chain-sawed); work schedules (annual or cyclical); and overall standards of work performed. It is anticipated that:

- Woodland shall be treated approximately every 2 to 3 years, due to the slow growth rate of the understory vegetation to be treated.
- Shrublands shall be treated every 3-5 years, depending on the re-growth rate of previously cut shrubs.
- Grasslands shall be treated annually.
- Fire Roads shall be [x].
- Some of the large and dense (mapped) invasive plant infestations shall be treated every year for the first 3 years, then every 3 years (as the mature plants are eliminated and seed banks depleted). Contractor shall assume invasive plants occur sporadically throughout all fire management work areas: these individual plants and small clusters shall be spot-treated as part of the treatment of the larger vegetation type (and costs included in the larger vegetation type cost estimate). It is noted that while eradication of invasive plants is not a program goal, it may be achieved over time through program implementation.

- 2) Work areas shall be adjusted each year, based on site conditions, as described above and below.

- 3) The process for determining annual work areas is as follows:
- The MWPA's representative and Contractor's representative will conduct an annual inspection of fire maintenance areas and develop an annual work plan and map of areas to be treated. Acres estimated will be derived by the MWPA using the same methods described herein.
 - Contractor shall provide a brief cost estimate for implementing the annual work plan, using the approved cost-per-acre estimates developed during the contract bid and award process. (Note: Contractor's cost-per-acre submittal shall take into account natural variations in vegetation growth conditions that may occur year over year as a result of weather or other natural phenomenon).

The following descriptions outline the various requested clearance activities:

A. Maintenance of Woodlands

Fire maintenance in woodlands seeks to establish an open understory, with trees limbed up to 10 feet, and all fuel ladders removed. Live tree removal is not included in this program. Work in this vegetation type is described as follows:

1. Fuel Ladder Maintenance (Vertical Spacing)

- Remove lower tree limbs of trees up to a clearance height of 10 feet above ground level.
- Trim or remove brush, tree saplings (4 inches or less DBH), tree seedlings, and groundcover as necessary to break fuel ladders (i.e. vertical connection from the ground to the tree canopy).
- De-limb, section, and leave in-place diseased (e.g., SODS-infected trees), dead and downed trees less than 12 inches DBH.
- Live trees over 13 inches DBH are not included in this scope of work. If tree removal is deemed necessary for health and human safety, the work would be conducted as additional work to be conducted under a separate scope and budget.
- Treat greenwaste and any other accumulated woody debris on the forest floor as specified below.

2. Fuel Load Maintenance (Horizontal Spacing)

- Selectively thin and remove understory vegetation to maintain an open, shortstature understory. It is anticipated that approximately one third (1/3) of all understory vegetation will need to be treated (thinned, removed) from selected annual work areas in the woodland and forest vegetation type.
- As an alternative to mowing or cutting understory vegetation, browsing livestock such as goats may be used to graze understory vegetation. If this option is selected by Contractor, a grazing management plan that specifies the timing and duration of grazing and the animal units (number of grazers by type) would be prepared by the Contractor, and reviewed and approved by the Town prior to implementation.

- Selectively remove and treat individual and small clusters of invasive plants with treatment areas (see Invasive Plant information below).
- Selectively retain native plants wherever possible (while maintaining overall clearance standards for understory vegetation).
- Selectively mow understory grasses and shrubs within forested areas.
- Treat greenwaste and any other accumulated woody debris on the forest floor as specified below.
- If necessary, install erosion control on any steep slopes that were disturbed during work, sufficient to protect the site throughout the rainy season. If proposed treatment methods are followed, it is expected that minimal erosion control will be required. Site specific erosion control methods would be proposed by Contractor, and reviewed and approved by Town prior to site implementation. Seed-free straw bales, filament-free straw wattles, wood chips (from greenwaste) and staked sediment fencing are examples of appropriate erosion control materials.

B. Maintenance of Shrublands

Shrublands are managed to break up large, continuous stands of mature shrubs into smaller 'mosaic' clusters (horizontal spacing of approximately two third shrubs and one third open grassy areas). Within the remaining shrub clusters, some mature shrubs are selectively cut to ground level, then allowed to regrow to artificially create an early successional shrubland structure (i.e. a mixture of old- and new-growth shrubs). Fire maintenance in shrublands seeks to create a horizontal mosaic of open areas and brushy areas, and a vertical mixture of low (recently cut), medium (re-sprouting shrubs), and mature (tall) shrubs. It is anticipated that approximately 1/3 of vegetation will be removed in selected annual work areas. Work in this vegetation type is described as follows:

- In selected annual work areas, starting with the existing pattern of cleared and vegetated areas, cut mature brush on either the left or the downslope side of each previously treated area. Cut about a 1-to-3-foot-wide area during each maintenance cycle.
- Allow the shrubs that were cut during the previous maintenance cycle to re-sprout naturally (i.e., do not retreat previously treated area during every maintenance cycle). This will create a pattern of new and old growth shrubs, with cleared area in-between.
- After the younger re-sprouting shrubs reach maturity (i.e. when there is no height difference between old and young re-sprouting shrubs), begin to re-cut tall shrubs to ground level.
- Treat greenwaste as specified below. Create small brush piles or wind-rows, then chip or cut the greenwaste into small pieces to facilitate rapid decomposition.
- As an alternative to mowing or cutting understory vegetation, browsing livestock such as goats may be used to graze shrubs and brush. If this option is selected by Contractor, a grazing management plan that specifies the timing and duration of grazing and the animal units (number of grazers by type) would be prepared by the Contractor, and reviewed and approved by the Town prior to implementation.

C. Maintenance of Large Grasslands and Grassy Understory Vegetation

Large areas of grasses and herbaceous vegetation are to be mowed to near ground level once a year, typically in summer or early fall. Baseline conditions are therefore large grasslands that are mowed or grazed to near ground level (i.e. no more than 6-8 inches in height) by October of each year. Work in this vegetation type is described as follows:

- Cut grassy and low herbaceous vegetation to ground level (i.e. a maximum of 6 to 8 inches in height). Only low PSI-tracked vehicles such as a walk-behind mower, bobcat or skid steer would be allowed. Heavier tracked vehicles such as a backhoe, D9, or D10 would not be acceptable due to access limitations and soil erosion potential.
- Treat greenwaste as specified below. In most cases, cutting and scattering or piling grasses within the treatment area is acceptable.
- As an alternative to mowing or cutting understory vegetation, browsing livestock such as goats or sheep may be used to graze large grasslands. If this option is selected by Contractor, a grazing management plan that specifies the timing and duration of grazing and the animal units (number of grazers by type) would be prepared by the Contractor, and reviewed and approved by the MWPA prior to implementation.

D. Fire Roads

E. Tree Maintenance

It is important to note that the fire maintenance program is not a tree removal program, and in most instances, trees shall only be treated if they pose a threat to human health and safety (e.g., downed trees that cross an access road), or increase risk of wildfire (e.g., dead trees that fall onto adjacent live trees creating a fuel ladder). Live trees over 13 inches DBH are not included in this scope of work. If tree removal is deemed necessary for health and human safety, the work would be conducted under a separate scope and budget.

1. Maintenance of SODS-Infected Trees

Sudden Oak Death (SOD) is a disease caused from a fungal tree pathogen that is known to occur in all open space lands. A state-mandated quarantine currently restricts the movement of regulated plant parts out of the infected counties. Logs and wood from SOD-infested trees in Marin County cannot be transported out of the quarantine zone without inspection and permits from [x]. Contractor may be required to fell and section some SOD infected trees, downed trees, and standing tree snags under 13 inches DBH during the fire maintenance program as follows:

- Assess individual trees for symptoms of SOD. Where SOD infected trees pose a hazard (e.g., potential for tree death or root failure that may pose a threat to human health and safety, location near a road or structure), fell and section in place.
- Do not transport SOD infected greenwaste. Leave in place.
- Inspect, and disinfect all equipment, vehicles and individuals entering or exiting SOD infected areas. Treat equipment and vehicles with a brush, broom and dilute bleach solution to remove infected soil or cut greenwaste debris

to help reduce potential to spread SOD from the work area. Workers will treat work boots with dilute bleach solution before leaving SOD treatment areas.

2. Maintenance of Tree Snags and Downed Trees

A tree snag refers to a standing dead or dying tree, often missing a top or most of its smaller branches. Snags provide important habitat for nesting birds, perches for birds of prey and other large birds, and foraging habitat for numerous wildlife species. Snags should be retained in place where it is deemed safe to do so. When a snag poses a hazard to human life and safety or to road passage or other structures, it may be necessary to remove a snag. During the maintenance phase, implement the following procedure for tree snags:

- Assess snags for hazardous conditions (e.g., potential to harm, location near a road or structure). If snags are not considered hazardous, remove lower branches to a height of 10 feet, but leave main tree standing in place as wildlife habitat.
- Where snags are considered a hazard, fell and section in place using procedures described above for SOD infected trees.
- For downed trees, assess the condition of the tree for human health and safety, and for potential for ignition during a wildfire. Where downed trees pose a threat to humans (such as trees that fall across an access road), and for trees that have potential for wildfire ignition (i.e. are not low and tight to the ground), section and leave large logs in place. Chip or cut small branches and leaves and other small woody debris. Treat greenwaste as specified below in [x]

F. Invasive Species

Several target invasive plants including French broom, pampas grass, blackwood acacia, eucalyptus, and stinkweed are present within fire maintenance areas. Baseline conditions for large (mapped) invasive plant infestations are described as follows:

- For French broom and pampas grass - mature plants, re-sprouts, and seedlings cut to ground level and treated with herbicides by October of each treatment year.
- For invasive trees (i.e., blackwood acacia, eucalyptus), baseline conditions are described as all mature trees limbed up to 10 feet, and all seedlings, saplings, and re-sprouts (4 DBH or smaller) cut to ground level and treated with herbicides by October of each treatment year.

Large and dense invasive species infestations are mapped ([x]) and acreage estimates included in this bid specification ([x]), however the locations and acreages of individual and plants and small clusters of invasive plants have not been provided due to mapping limitations. Contractor shall assume invasive plants occur sporadically throughout all fire management work areas: these individual plants and small clusters shall be spot-treated during the treatment of the larger vegetation type and included in the cost estimate of work in the larger vegetation type.

Reduction of invasive plant numbers over time is the objective of the fire maintenance plan. Eradication of invasive plants is not the goal of the program; however, eradication may be achieved through diligent program implementation.

Work in invasive plant infested areas is as follows:

- Equipment and staff working in invasive plant infested areas are required to inspect and clean all equipment and vehicles before entering, and after exiting the infested area to help prevent inadvertent spread to adjacent un-infested areas. Invasive plant greenwaste is to be treated in-place, and not to be removed or relocated from the treatment area.
- To prevent inadvertent spread of invasive species into un-infested areas, greenwaste that contains invasive plants is to be processed (cut, chipped) in the area where it was originally cut, or in adjacent infested areas within the open space.
- After invasive plant material is cut and the greenwaste removed and processed as described above, the cut stems shall immediately be treated with herbicide (glyphosate) as specified below. Specific treatments are provided below for target invasive species.

Specific treatments are provided below for target invasive species.

1. Treatment of French Broom

French broom is present in all the MWPA's open space lands, and in most of the fire maintenance sites; special attention will be required to control of these populations. Implement the following:

- Cut French broom to near ground level.
- Treat the freshly-cut French broom stems with approved herbicides (i.e. glyphosate) using MWPA-approved methods.
 - Herbicide application is reportedly most effective when the application is on the freshly cut stem (i.e. within 1 hour after cutting).
 - Two herbicide application methods have been approved for this project; a) 'cut and paint' application, and b) low-volume, localized foliar spraying application of herbicides. During the fire management program, the low-volume, localized foliar spraying was found to be the most cost-effective treatment for large French broom infestations, and the cut-and-paint (wick) application for sparse, widespread individual plants.
 - Only glyphosate-based herbicides have been approved for use during this project. Herbicides may be used with a surfactant to increase effectiveness, and a dye to facilitate identification of treated areas.
 - Herbicide use is prohibited within 50 feet of creeks and other wetland areas, and within 200 feet of CRLF habitats.
- Do not transport French broom greenwaste from the infested area. Pile in small buck piles or wind-rows, and then section using a chainsaw. French

broom greenwaste shall not be chipped or spread outside of infested area because it could inadvertently spread seed.

- In some instances, alternative treatments may be used if French broom is not responding to herbicide treatments, or where herbicide application is not appropriate (such as near sensitive biological resources, wetlands, or within 200 feet of CRLF habitat). In these instances, Contractor may recommend alternative treatment(s) review and approval by the MWPA.
- Suggested alternative treatments may include:
 - Pull and remove entire plant including roots (for small infestations and individual plants),
 - Shred bark to 'ring' plant (damage cambium layer to prevent plant from taking up nutrients thereby killing the plant) using weed-whips, brush-cutters, or chain-saws, or
 - Covering the cut plants with chips, tarps, or plastic sheets to "smother" seedlings and/or seed bank. This method does not work on mature plants.

2. Treatment of Pampas Grass

Grass Pampas grass is sparse, but widespread in several of the MWPA's open space lands. This invasive grass will most likely require spot treatment of individuals and small clusters of plants. Implement the following:

- Prior to treatment of the mature plant, cut seed heads, bag, and dispose of offsite at an approved landfill or composting facility to prevent spread of seeds.
- Cut remaining Pampas grass stalks and leaves to near ground-level (4-6 inches is recommended to allow for adherence and proper uptake of herbicides).
- Immediately treat the freshly-cut Pampas grass stems with approved herbicides (glyphosate) using MWPA-approved methods. The MWPA's approved herbicide treatment for invasive plants is a 'cut and paint' or a low volume, localized foliar spray application.
- Do not transport Pampas greenwaste from the infested area. Pile and treat the cut stems and leaves in-place (i.e. within already infested areas) in small buck piles, then cut into small pieces using a chainsaw. As stated above, dispose of bagged seed heads at an approved landfill or composting facility.
- Implement one or more of the following additional treatments when the above treatments are not working or in places where use of herbicides is not appropriate (e.g., near sensitive biological resources, within 50 feet of wetlands):
 - For very small young plant, pull and remove entire plant including all roots and root fragments larger than 1 inch. This alternative treatment is not effective on large plants.
 - Cover cut plant base with chips and/or black plastic to smother and solarize remaining root fragments.

3. Treatment of Blackwood Acacia and Eucalyptus

The maintenance program focuses on the control of blackwood acacia and eucalyptus saplings, seedlings, and re-sprouts that occur in previously treated areas. Mature blackwood acacia and eucalyptus trees shall not be removed during the fire maintenance program, unless an individual tree becomes hazardous. Implement the following:

- As with other trees, limb up any mature acacia or eucalyptus trees to 10 feet to eliminate fuel ladders.
- Cut blackwood acacia and eucalyptus seedlings and saplings (less than 4 DBH) to near ground level using a weed whip or chainsaw.
- Treat the cut eucalyptus seedlings and saplings with herbicides (glyphosate).
- Treat cut acacia seedlings with herbicides (glyphosate). Because acacia can stump-sprout from a large mother tree, do not treat saplings that are connected via roots to a mother tree with herbicides. Instead, implement one or more of the following alternative methods for treatment of the connected saplings. These alternative treatments may also be used for seedlings that are not responding to traditional treatments.
 - Cut connected saplings with a brush cutter or weed-eater. As needed to control the seed bank, cover with chips (4-6 inches thick) or black plastic to smother re-sprouting plants and/or seed bank.
 - For individual plants and small clusters, consider hand-pulling entire seedling (roots and all).
- Treat greenwaste as specified in [x]. Do not transport blackwood acacia or eucalyptus greenwaste from the infested area. Pile greenwaste in place (i.e. within already infested areas) in small buck piles, then cut into small pieces using a chainsaw. Use of a chipper is an acceptable alternative greenwaste treatment; chip, then spread chips onto the already infested area no more than 6 inches deep.

G. Approved Vegetation Treatment Methods

Contractor shall specify treatment methods intended to be implemented during work in its proposal submittal, using some, or all of the following approved treatment methods. Approved treatments include:

- Hand or machine removal using hand tools, brush cutters, weed whackers, weed eaters, chainsaws, forestry mulchers (Fecon-type cutting head), flail mowers, rotary mowers or similar tools.
- To reduce potential for ground disturbance, machinery such as vans, pick-up trucks, dump trucks, or chippers, shall be restricted to existing roads. A low-PSI, tracked vehicle such as a skid-steerer, bobcat, walk-behind mower, or 'brontosaurus' may be used in some limited areas near existing roads, but would not be able to access many of the areas such

as Woodridge due to steepness and lack of roads. Heavier tracked 19 Section 4: Scope of Work vehicles such as a backhoe, D9, or D10 would not be acceptable for site use due to access limitations and soil erosion potential.

- Greenwaste material could be hand-carried or pulled upslope on a tarp or sled to a centrally-located chipper (staged on a road or trail), assuming the relocation efforts do not cause soil erosion.
- The MWPA assumes that the Contractor will provide Pest Control Applicator (PCA) recommendations for herbicide application work, and that the Contractor's staff is qualified to conduct herbicide application work.
- - Herbicide work must follow written recommendations prepared by a certified Pest Control Advisor (PCA), and all onsite work must be overseen by the Contractor's PCA or other qualified individuals.
 - Herbicide Treatment shall be limited to a 'cut and paint' application, or a 'low-volume, localized foliar spray' application of herbicides.
 - Only glyphosate-based products are approved for use on the project. Any alternative herbicides or types of treatments must be approved in advance by MWPA prior to use onsite.
 - Contractor is responsible for recording herbicide quantities used onsite, and for reporting herbicide application work to the [County?] and MWPA, in compliance with herbicide legal regulations.
- Contractor may propose alternative treatment methods. Such alternate treatments must be approved by the Town prior to start of work.
- Livestock can be used to treat vegetation, pending approval of a grazing management plan by MWPA staff. The grazing management plan shall specify the timing and duration of grazing and the animal units (number of grazers by type) to be used onsite, as well as animal pick-up and delivery procedures, enclosure or cross fencing requirements, animal management procedures (e.g. onsite herding staff, use of herd dogs) animal husbandry requirements (e.g., access to water), and similar management procedures. The livestock management plan must take into account the security and privacy of the MWPA's residents and neighboring properties. Onsite living facilities (such as a trailer for use by livestock handlers) may be considered by the MWPA but are not guaranteed to obtain MWPA approval. The livestock management plan must be reviewed and approved by the MWPA prior to implementation.

H. Final Vegetation Spacing and Condition

Fire maintenance in woodlands seeks to maintain the 2016 baseline site conditions as described above. Vertical cleared area will be maintained by limbing trees up to 10 feet, and removing all fuel ladders. Horizontal spacing (fuel load reduction) will be maintained by selectively removing approximately 1/3 of all understory vegetation as necessary to maintain the baseline open woodland or forest understory structure.

Fire maintenance in shrublands seeks to maintain the 2016 baseline site conditions as described above (i.e. a horizontal mosaic of open areas and brushy areas, and a vertical mixture of low (recently cut), medium (re-sprouting shrubs), and mature (tall) shrubs). In general, the diameter of shrub clumps will not exceed 12 feet.

Fire maintenance in large grasslands seeks to maintain baseline conditions described above in [x] (i.e. grasses mowed or grazed to near ground level (i.e. no more than 6-8 inches in height) by October of each year). Fire maintenance in invasive plant infested areas seeks 'sustained control' of target invasive plants by reducing the overall number, and extent of invasive plant within treatment areas (as compared to baseline conditions in [x]).

4.7 Approved Greenwaste Treatments

This section summarizes the approved greenwaste treatments in [x]. If Contractor chooses to deviate from the treatments described below, treatment options should be included in the proposal, and shall not be implemented unless approved by the Town.

Treatment of greenwaste varies from site to site, depending on the type and amount of green waste, the site topography, level of fire risk, and site access. Because green waste removal can be prohibitively costly (sometimes doubling or tripling the cost of a project due to increased transportation, processing, and disposal costs), greenwaste will be processed and disposed of onsite to the full extent possible while retaining the overall objective of reduced fire risk and fuel load reduction. Implement the following:

- [x]
- [x]
- [x]
- [x]
- [x]

4.8 Approved Greenwaste Disposal Methods

Treated (processed) greenwaste, logs, branches, and chipped material shall be disposed of within the MWPA's open space lands, at least 100 feet from structures and buildings in or adjacent to open space lands. Greenwaste disposal sites shall be located in areas that reduce visual impacts from roads, trails and residences wherever possible, and located near existing roads and trails to reduce ground disturbance.

4.9 Environmental Permit Requirements

The following section summarizes the requirements of the [x]. These requirements may result in slight alterations in the final configuration of work areas to avoid sensitive resources. Contractor agrees to work with the MWPA's representative to avoid sensitive natural resources, (which may change the final configuration of work areas). Contractor's schedule of activities shall consider the timing limitations described below.

4.10 Restrictions Related to Protection of [protected wildlife].

- [x]
- [x]
- [x]
- [x]
- [x]

4.11 Restrictions Related to Protection of [protected birds and nesting]

[x]
[x]
[x]
[x]
[x]

4.12 Contractor Work Timing Restrictions

Based on Sections 4.10 and 4.11 above, all fire maintenance work is restricted to the period between [x] and [x] of each year to minimize biological monitoring and associated costs.

4.13 Best Management Practices

Contractor will follow the Best Management Practices specified in the MWPA's environmental documents and permits:

A. Minimize Ground Disturbance

No tree skidding is allowed. Heavy greenwaste shall not be dragged where doing so shall disturb soil and/or create undo damage to living plants, and instead and if necessary will be transported to the disposal areas in a manner that reduces potential for soil disturbance, such as bundling and hand carrying or through the use of a pulley system using sleds or tarps (where vehicle access is not available). Trees and shrubs are to be flush-cut to near ground level, and the remaining stump or root ball left in place to minimize erosion. Disturbance to existing vegetation shall be limited to the actual site of the proposed project and necessary access routes. Staging and access shall take place in designated access and staging areas (See maps in Exhibit B) and on existing paved and dirt access roads. Contractor can request additional access roads and staging but will not use such new areas unless approved by MWPA.

B. Install and Maintain Erosion Control Throughout Performance Period

The MWPA anticipates that minimal erosion control will be necessary, assuming Contractor adheres to requirement to minimize soils disturbance (described above). In the unlikely event that soil is disturbed during fire maintenance, disturbed slopes are to be stabilized immediately, and erosion control measures installed and maintained as needed throughout the performance period.

Approved types of Erosion Control that can be used by the Contractor include, but are not limited to:

- Silt fencing, certified weed free straw bales, or erosion control fabric;
- Natural fiber erosion control blankets such as coconut fiber matting; and
- Natural fiber erosion control "wattles" (coconut fiber or straw).

In compliance with the Biological Opinion, Contractor is prohibited from using plastic monofilament in any selected erosion control material, as this material has potential to entrap wildlife

C. Use Designated Access Roads and Staging Areas

Placement of all staging areas will avoid and limit disturbance to native vegetation as well as threatened/endangered species and their habitat to the maximum extent practicable. Sensitive biological resources to be avoided will be flagged where possible.

D. Avoid Sensitive Biological Resources

Contractor is required to avoid Sensitive Biological Resources, which include known rare plant populations **[(x)]**, as well as the numerous mapped and unmapped wood rat nests, historic raptor nests, and water bodies (creeks, streams, ponds) that occur in the designated work areas. Sensitive Biological Resources will be marked as possible by the MWPA's Representative in the field prior to the start of work, and periodically throughout the contract period. In some instances, Sensitive Biological Resources are too numerous to mark (e.g., woodrat nests, California bottlebrush grass). In these instances, MWPA shall train Contractor's staff to identify the Sensitive Biological Resources, and Contractor shall avoid the resource during work. Contractor shall avoid disturbing Sensitive Biological Resources and will not use areas containing Sensitive Biological Resources for staging, parking, storage, or any other Construction-related use. Contractor will prohibit its workers for entering marked Sensitive Biological Resources areas.

E. Restrict Work Near **[x] and other Waterbodies (Creeks, Streams, Lakes, Ponds)**

In compliance with **[any restricted areas specific to Marin]**. Contractor is required to restrict work within 50 feet of all water bodies, including creeks, streams, lakes and ponds. No vegetation removal work is to be conducted within the 50-foot buffer of water bodies. The use or storage of petroleum- powered equipment shall be accomplished in a manner to prevent the potential release of petroleum materials into the 50-foot buffer area, wetlands or water bodies. Contractor agrees to work with MWPA's representative to address minor work area changes required for sensitive resource protection. These features will be marked as Sensitive Biological Resource Areas prior to the start of work.

4.14 General Site Protections

The following precautionary measures shall be employed throughout work:

Vehicles and equipment shall be inspected and approved by Town's representative before use onsite to ensure that they will not leak any type of hazardous materials such as oil, hydraulic fluid, or fuel. B. Fueling shall take place in designated staging areas, outside of any native vegetation or wetland areas. C. The Contractor shall have emergency spill clean-up gear (spill containment and absorption materials) and fire equipment available onsite at all times. These items shall be reviewed by Town's Representative before construction begins. D. Leaks, drips, and other spills shall be cleaned up immediately to avoid soil or

groundwater contamination. E. Major vehicle maintenance and washing is prohibited within Town Open spaces or Town boundaries. F. All spent fluids including motor oil, radiator coolant, or other fluids and used vehicle batteries shall be collected, stored, and recycled as hazardous waste offsite.

4.15 Limitations on Noise

Contractor acknowledges that the work will occur in a residential area, and will take steps to control unnecessary noise and other nuisances to the public. Contractor agrees to reduce the intrusion of noise from the mechanical equipment used to implement the proposed project. Control techniques shall include the use of mufflers, quiet machinery, and other techniques that will not require equipment redesign. Unnecessary idling of internal combustion engines shall be prohibited. Contractor must remain in compliance with [x].

4.16 Limitations on Work Hours

Contractor acknowledges that work will occur in a residential area, and will limit working hours to Monday through Friday from 8:00 AM to 5:00 PM. Work may occur 10:00 AM to 5:00 PM Saturday upon written request by Contractor and approval by the MWPA's Project Manager.

4.17 Open Space Access

The MWPA shall provide Contractor a map of, keys to, and description of all public access points into the MWPA's open space areas. Contractor shall not enter or exit or otherwise access open space through non-identified public access points without pre-approval, in writing, from the MWPA and, if required, the private property owner. Further, Contractor shall not enter private party at any time during execution of this project without approval from the MWPA and the private property owner.

4.18 Street Parking

Contractor may park street-approved vehicles (e.g., employee vehicles) in available on-street parking as appropriate and proper for the area. Contractor may not use on-street parking for staging of equipment, including non-street vehicles and livestock delivery trucks, without pre-approval from the MWPA. Contractor may not use public streets or on-street parking for the loading of greenwaste without pre-approval from the MWPA. In instances where said approval is granted, Contractor is responsible for all costs associated with traffic control required for the safe staging and loading of greenwaste into transport vehicles. Contractor shall sweep and remove any and all detritus associated with loading operations in these instances. No overnight parking is permitted without pre-approval.

4.19 Communication with Public

Contractor shall engage with the public in a courteous manner. Contractor shall refer all questions by the public to the MWPA's designated representative. The MWPA shall supply the Contractor's key personnel with the PM's business card for dissemination to the public upon request.

4.20 Project Kick-off Meeting and Ongoing Project Meetings

MWPA will require Contractor's key personnel to attend a Project Kick-off Meeting before project commencement. The purpose of the meeting will be to review the Terms and Conditions of the Contract, Project Scope of Work and associated Attachments and Exhibits, Contractor's Work Plan, Biological Opinion, CEQA, applicable environmental requirements, fire and worker safety requirements and other associated project considerations. The Project Kick-off meeting will also include a site visit to the first open space area(s) to be treated. The MWPA anticipates the Project Kick-off meeting will take approximately four (4) hours, but the duration of the meeting will be as necessary to cover all information necessary to ensure successful execution of the contract. Contractor shall have in attendance its Project Manager/Key Personnel. Attendance by Contractor to the meeting will be at no additional cost to the MWPA.

The MWPA will also require On-going Project Meetings during active work periods. Project Meetings will be held approximately once weekly between the Town's Project Manager and the Contractor's Project Manager/Key Personnel. The purpose of the meetings will be to discuss work project progress update, challenges, scope and schedule changes, staffing changes and/or adjustments and other considerations and report(s) review. Attendance by Contractor to Project Meetings will be at no additional cost to the MWPA.

4.21 Worker Environmental Awareness Training

Town will require Contractor and its onsite staff to undertake a brief (approximately one hour) worker environmental awareness training program, at no additional cost to the Town. Town's Representative shall conduct the training for all Contractor's onsite staff including work crews and Subcontractors. The environmental awareness training shall be conducted before starting work on the project and on the arrival of any new worker. The training shall include a brief overview of Worker Responsibilities, a description of the CRLF, SFGS, and other sensitive resources, resource avoidance, permit conditions, and possible fines for violations of State or Federal environmental laws. 26 Section 4: Scope of Work

4.22 MWPA Designated Project Manager, Lead Monitor and Field Staff

The MWPA will designate a Project Manager and a Lead Monitor who will be responsible for requesting services, approving invoices and monitoring Consultant's performance under the Contract. The Lead Monitor, together with designated Field Staff, is responsible for monitoring the progress of Consultant's work and assisting both the Consultant and the PM with assessing and reporting on the effectiveness of work efforts; field-based decisions; troubleshooting problems; and other technical decision making activities. Field staff report directly to the Project Manager, who ultimately will decide on issues related to Contractor's performance as specified herein.

4.23 Technical Direction

The Project Manager (PM) (with assistance from the Lead Monitor and Field Staff) will provide technical direction on Contract performance. Technical Direction includes direction that assists the Contractor in accomplishing the required services, and review and approval of reports or other deliverables. Technical direction must be within the Contract's scope unless authorized in writing by the PM. The PM has the authority to issue Technical Direction which (1) institutes additional work outside the scope; (2) constitutes a change in the scope; (3) causes an increase or decrease in the Contract Price; (4) alters the Performance Period; or (5) changes any of the other express terms or conditions of the Contract. The PM shall issue Technical Direction in writing, or shall confirm any oral Technical Direction in writing within two

(2) calendar days after issuance. It is incumbent on Contractor to request from the Town Technical Direction in writing if it is not provided within the timeframe described above.

4.24 Contractor's Assigned Personnel

The Contractor shall assign only competent and qualified personnel to provide services as set forth in this RFP and shall at all times be solely responsible for their work quality. The Town may request the removal of individual employees for cause at any time, and Contractor agrees to comply and to promptly provide acceptable replacement personnel. Rejection by the Town and removal of assigned personnel shall not relieve Contractor of its full responsibilities under the Contract, and shall not provide the basis for any claim or cause of action.

4.25 Contractor's Key Personnel

The Town reserves the right to approve the Key Personnel assigned by the Contractor to perform services under the Contract. Prior to removing, replacing or diverting any Key Personnel, the Contractor shall notify the PM in advance and shall provide replacement personnel acceptable to the Town a plan for an effective and smooth transition. The Contractor shall make no replacement, substitution or diversion of Key Personnel without the joint written consent of the Town.

4.26 Licensing Attention is directed to the requirements of Sections 7000 through 7145 of the California Business and Professions Code, known as the "Contractor's License Law". Contractors submitting proposals on this project must possess a Contractor's License A, B or C-27, a Pest Control Business License, and a Qualified Applicator License or Qualified Applicator Certificate with qualifications in the Landscape Maintenance category that are registered with San Mateo County and are current and valid at the time of proposal submittal and throughout the term of the Contract. Selected Proposer(s) will be required to obtain a Hillsborough business license.

4.27 Contractor Minimum Qualifications

Proposers shall be qualified and able to conduct work as described in Section IV below. Following are detailed examples of minimum qualification criteria: 27 Section 4: Scope of Work A. A minimum of 3 years' experience successfully completing similar fire management projects in wildland settings. B. Demonstrated ability to successfully complete a fire management project in an area with Sensitive Biological Resources. Key staff experience with federal and state Endangered Species Act compliance procedures during implementation of a fire management project. Proven ability to follow adopted project mitigation measures, including avoiding sensitive biological species during work and stopping work if listed species area encountered. C. Provision of at least three references demonstrating Qualifications A & B, above. D. Possess the necessary staff, equipment, supplies, and labor to mow grasses, cut brush, prune trees, fell dead or diseased trees and handle greenwaste on a large project with a defined, annual, three month work window of August 15 to October 15. (No work will be conducted October 16 – August 14.) E. Supply all labor and materials, including tools, machinery, vehicles, and any herbicide, surfactant, dye, pH buffer or other necessary adjuvant and herbicide application equipment required to complete the work. F. Be able to access remote locations without paved roads. Access to some locations for mechanical treatments and herbicide application is limited and may require the use of hand equipment or light machinery, or cabling light equipment such as chippers down steep slopes. Some slopes may be too steep or heavily vegetated to use vehicles or equipment, and will require access by foot. G. Be equipped to

provide water in sufficient quantities for mixing any needed herbicide solutions and fire suppression at sites that do not have water hydrant or hydrant access. It is not permissible to use surface water from ponds, lakes, creeks or other natural water bodies. H. Conduct herbicide work in a manner consistent with Pest Control Recommendations provided by the Contractor's Pest Control Advisor (PCA), and approved by the Town. Be qualified and have all necessary training, certifications, permits and other necessary requirements to transport, handle, mix and apply herbicides, such that contractor shall: a. Implement all required public and employee safety standards regarding storage, mixing, transportation, disposal and proper use of herbicides. b. Follow all herbicide label requirements and protect the environment, especially regarding water quality and sensitive species. c. File all necessary herbicide reports with county agriculture departments and other regulating authorities as required by law. I. Have, or obtain upon award of contract, a Hillsborough Business License issued by the Town's Finance Department.

4.28 Background Checks

The selected service provider will be required to access open space areas adjacent to private properties. As such, the MWPA shall require service provider employees to provide identification and pass a MWPA background check.

4.29 Security

The MW maintains secure facilities and has security gates and locks in place in some open space areas. The selected service provider will have access to security codes and keys in order to service the open space areas. The selected service provider will be required to handle keys and codes confidentially and safely, and will be required to open and close gates in such a manner that ensures that facilities are secure during service and upon departure.

4.30 Length of Agreement

The anticipated duration of the agreement will be for years from date of execution, with the option for a year extension.

4.31 Prevailing Wages

This project is subject to California Labor Code Section 1720 and the selected Contractor will be required to complete Statement of Compliance as provided in .

4.32 Workforce Development Preference

While not required by prospective Contractors, MWPA would like to see demonstrated past experience of recruiting, training, and hiring individuals with "hard-to-employee" backgrounds, including: people in reentry, people experiencing homelessness, foster youth, and other difficult to hire populations. This could be demonstrated by past or present partnerships with organizations such as the Conservation Corps of Northern California, as well as partnering with State or local Probation and Parole Departments.



MARIN WILDFIRE PREVENTION AUTHORITY

For the Meeting April 30, 2020

To: Marin Wildfire Prevention Authority Operations Committee
From: Jason Weber – Fire Chief
Subject: MWPA Grant Management Program

RECOMMENDATION:

Assign a subcommittee to develop a recommendation surrounding the grant program including framework and administration.

BACKGROUND:

The Marin Wildfire Prevention Authority will aggressively pursue and manage State and Federal fire prevention grants. Additionally, the MWPA will administer a grant program for community members who need assistance maintaining defensible space, making homes fire resistant, reducing combustible vegetation, and preparing for emergencies. An important part of this grant program will be to support low income residents, seniors and those with access and functional needs.

FISCAL IMPACT:

The fiscal impact will be presented to the Board as part of recommendations from the Sub-Committee.