



Mandatory Proposers' Conference

On-Call Tree Trimming and Maintenance Services Program (BRC0000208)

Tuesday, March 18, 2021 at 2:00 PM

Business Relations and Contracts Division

- *Contract Analyst:* Danny Medina, dmedina@pw.lacounty.gov

Road Maintenance Division

- *Contract Manager:* Dominic Osmena, dosmena@pw.lacounty.gov

IMPORTANT NOTE: These slides are intended to interpret and explain the Request For Proposals (RFP) guidelines, requirements, and deadlines. Any deviation of information between these slides and the RFP document is not to be considered a modification or change to the RFP document. The RFP document is modified only through release of an Addendum to the RFP.



Agenda

PART I

CONTRACT HIGHLIGHTS

PART II

QUESTIONS – PLEASE USE THE CHAT FEATURE TO SUBMIT A QUESTION

PART III

CLOSING REMARKS & IMPORTANT DEADLINES:

Deadline to Submit Form PW-11:

Tomorrow, May 19, 2021

Deadline to Submit Written Questions:

Friday, May 21, 2021

Deadline for Jury Service Exemptions:

Wednesday, May 26, 2021

Proposal Submission Deadline:

Tuesday, June 1, 2021 at 5:30PM

IMPORTANT NOTE: These slides are intended to interpret and explain the Request For Proposals (RFP) guidelines, requirements, and deadlines. Any deviation of information between these slides and the RFP document is not to be considered a modification or change to the RFP document. The RFP document is modified only through release of an Addendum to the RFP.



Part I – Contract Highlights

Presenter

Danny Medina, Contract Analyst:

- I will be providing the following information, including but not limited to:
 - Contract Highlights
 - Solicitation Requirements
 - Processing Information

IMPORTANT NOTE: These slides are intended to interpret and explain the Request For Proposals (RFP) guidelines, requirements, and deadlines. Any deviation of information between these slides and the RFP document is not to be considered a modification or change to the RFP document. The RFP document is modified only through release of an Addendum to the RFP.



Part I – Contract Highlights

Continued

- **Introduction of Service Contract**
 - Public Works is soliciting contracts for all Maintenance Districts (MD).
 - Proposals for each MD will be evaluated and ranked based on their evaluated scores; work requested from the County will be first assigned to the highest ranked Contractor available.
 - Proposer's may submit pricing for any number of the five (5) MDs; Proposer's are not required to submit a bid for all five MDs.
- **Contract Term: Maximum Term of 5 years**
 - 1-year initial term with four additional 1-year renewal options.
- **Proposal Submission Due Date:**
 - **Tuesday, June 1, 2021, at 5:30 p.m.**
 - Important Notice: Submission of proposals will **only** be accepted electronically via BidExpress.

IMPORTANT NOTE: These slides are intended to interpret and explain the Request For Proposals (RFP) guidelines, requirements, and deadlines. Any deviation of information between these slides and the RFP document is not to be considered a modification or change to the RFP document. The RFP document is modified only through release of an Addendum to the RFP.



Part I – Contract Highlights

Continued

- **Minimum Mandatory Requirements**

- Please refer to RFP Document, Part I page 1.1

1. Minimum of five (5) years experience performing tree trimming and related work. Additionally, proposer must have received and successfully completed at least four (4) large tree work projects within the last 5 years (trimming over 750 trees per project). **Subcontractors will not be allowed to fulfill this requirement.**
2. Must hold a valid and active *State of California C-27 Contractor's Class, Landscaping License or C-61 (D-49), Limited Specialty Class, Tree Trimming License* at the time of proposal submission. **Subcontractors will not be allowed to fulfill this requirement.**
3. Proposer and its subcontractor(s), if any, must submit a copy of valid and active *International Society of Arboriculture arborist certifications* for at least two certified arborists who will be available to perform requested work.
4. Proposer and its subcontractor(s), if any, must submit a copy of a valid and active *International Society of Arboriculture tree worker certification* with either aerial lift or climber specialist designation for each employee who will be available to perform requested tree work.
5. Proposer must own or demonstrate the ability to obtain tree trimming equipment, including aerial towers to perform the tree trimming quantities annually as outlined in Exhibit A, Section J, Assignment of Work.
6. Proposer and/or its subcontractor(s), if any, must have capable staff to utilize ArcGIS software as outlined in Exhibit O.
7. Proposer and its subcontractor(s), if any, must submit proof of a valid and active State of California Department of Industrial Relations Public Works Contractor Registration pursuant to Labor Code 1725.5. **Pending registrations will not be accepted.**

IMPORTANT NOTE: These slides are intended to interpret and explain the Request For Proposals (RFP) guidelines, requirements, and deadlines. Any deviation of information between these slides and the RFP document is not to be considered a modification or change to the RFP document. The RFP document is modified only through release of an Addendum to the RFP.



Part I – Contract Highlights

Continued

Additional Contract Highlights, Requirements, and Processing Information, which are outlined in Part I of the RFP include the following:

- *Jury Service Program*
- *County Preference Program*
- *Pending Acquisitions/Mergers*
- *Vendor Registration*
- *Proposal Format and Content Requirements*
- *Proposal Submission*
- *General Conditions of RFP*
- *Pass/Fail Review*
- *Evaluation Criteria*
- *Award of Contract*
- *Protest Policy*

IMPORTANT NOTE: These slides are intended to interpret and explain the Request For Proposals (RFP) guidelines, requirements, and deadlines. Any deviation of information between these slides and the RFP document is not to be considered a modification or change to the RFP document. The RFP document is modified only through release of an Addendum to the RFP.



Part I – Contract Highlights

Continued

Table of Forms and Attachments

- The following Forms must be submitted with your Proposal:
 - Form PW-1 through PW-10 & PW-12 through PW-21
 - Form PW-2 in the RFP Packet serves as a cover sheet – Proposer must indicate on this Form which of the five (5) MDs they are bidding on and input the value of their total annual proposed price.
 - The total annual proposed price for a given MD is determined by completing the pricing for all categories listed in the Schedule of Prices Forms (Excel Spreadsheet) and automatically calculated on the Summary page.
 - Please identify the PW-2 Forms by MD and assigning the correct PW-2.? number.
- Attachments:
 - County Policy on Doing Business with Small Business
 - Listing of Contractors Debarred in Los Angeles County
 - County of Los Angeles Lobbyist Ordinance

IMPORTANT NOTE: These slides are intended to interpret and explain the Request For Proposals (RFP) guidelines, requirements, and deadlines. Any deviation of information between these slides and the RFP document is not to be considered a modification or change to the RFP document. The RFP document is modified only through release of an Addendum to the RFP.



Part I – Contract Highlights

Continued

Part II of the RFP:

- Sample Agreement
- Exhibit A – Scope of Work
- Exhibit B - Service Contract General Requirements
- Exhibit C – Internal Revenue Service Notice 1015
- Exhibit D – Safely Surrendered Baby Law Posters
- Exhibit E – Defaulted Property Tax Reduction Program
- Exhibit F – Performance Requirements Summary
- Exhibit G – Tree Trimming Specs
- Exhibit H – Tree Trimming Non-Emergency Specs
- Exhibit I – Tree Planting Specs
- Exhibit J – Tree Eval. And Removal Specs
- Exhibit K – Urgent Tree Removal Specs
- Exhibit L – Root Pruning Specs
- Exhibit M – Stump/Root Removal Specs
- Exhibit N – 24hr. Emergency Work Specs
- Exhibit O – GIS Specifications
- Exhibit P – Flood Control District Specs
- Exhibit Q – Tree Trimming Specs Figures
- Exhibit R – Maint. District Area Maps

IMPORTANT NOTE: These slides are intended to interpret and explain the Request For Proposals (RFP) guidelines, requirements, and deadlines. Any deviation of information between these slides and the RFP document is not to be considered a modification or change to the RFP document. The RFP document is modified only through release of an Addendum to the RFP.



Part II – Questions

Please submit all questions through the chat feature



IMPORTANT NOTE: These slides are intended to interpret and explain the Request For Proposals (RFP) guidelines, requirements, and deadlines. Any deviation of information between these slides and the RFP document is not to be considered a modification or change to the RFP document. The RFP document is modified only through release of an Addendum to the RFP.



Part III – Closing Remarks

- Recap of important dates and deadlines:
 - Deadline to Submit Form PW-11:
Tomorrow, May 19, 2021
 - Deadline to Submit Written Questions:
Friday, May 21, 2021
 - Deadline for Jury Service Exemptions:
Wednesday, May 26, 2021
 - Deadline to Submit Proposals via BidExpress:
Tuesday, June 1, 2021 by 5:30 P.M.

Thank you!

IMPORTANT NOTE: These slides are intended to interpret and explain the Request For Proposals (RFP) guidelines, requirements, and deadlines. Any deviation of information between these slides and the RFP document is not to be considered a modification or change to the RFP document. The RFP document is modified only through release of an Addendum to the RFP.