

Department of Resources Recycling and Recovery

# Notice to Interested Parties

**REVISED June 30, 2022**

May 23, 2022

You are invited to review and respond to this Pre-Qualification Solicitation for “Disaster Debris and Hazard Tree Removal Services”, Reference Number: PQ052322. In submitting your Pre-Qualification Application Package, you must comply with the instructions herein.

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions, Special Terms and Conditions and Contractor Certification Clauses which are referenced in Section II of this package. Additionally, the resulting agreements shall comply with all applicable Office of Management and Budget (OMB) federal procurement under grant standards found at 2 C.F.R. sections 200.317-327.

In the opinion of the Department of Resources Recycling and Recovery (CalRecycle) this Pre-Qualification Solicitation is complete and without need of explanation. All sections are critically important. Immediately read them thoroughly and then re-read them. If you have questions, or should you need any clarifying information, the contact person for this Pre-Qualification Solicitation is:

Luke Wainscott

[contracts@calrecycle.ca.gov](mailto:contracts@calrecycle.ca.gov)

Phone: (916) 341-6527

Fax: (916) 319-7345

Please note that no *verbal* information given will be binding upon the State unless such information is issued in writing as an official addendum.

Luke Wainscott

Contract Administrator

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# Section 1 Introduction and Overview

## Opening

CalRecycle is conducting this Pre-Qualification Solicitation to establish a list of pre-qualified contractors who may provide Disaster Debris & Hazard Tree Removal (DDHTR) services for the State of California’s Consolidated Debris Removal and Hazard Tree Removal Program (“Program”). Notice is hereby given that all future bidders on Disaster Debris Removal & Hazard Tree Removal Services must be pre-qualified prior to submitting a bid for future responses to CalRecycle’s solicitations for Program work. It is mandatory that all licensed contractors who intend to submit bids fully complete the pre-qualification application, provide all materials requested herein, and be approved by CalRecycle to be on the final Pre-Qualification List. No bid will be accepted from a contractor that has failed to comply with these requirements.

## Pre-Qualification Process

This pre-qualification application process is the first stage of contract solicitation (Stage 1). At stage 1, interested parties are referred to as “applicants” who are submitting pre-qualification applications. Collectively, all documents submitted as part of a Pre-Qualification Application Package constitute the “application.” The second stage (Stage 2) will be conducted when an incident occurs and the resulting scope of work with incident specific information will provide contractors with the basis to submit pricing. At stage 2, pre-qualified parties are referred to as “bidders” who will submit bids. This process will increase efficiency and allow for deployment as expeditiously as possible.

Applicants are encouraged to submit their applications for Stage 1 as soon as possible. CalRecycle will notify applicants of pre-qualification status within 21 calendar days from receipt of a submitted application package. Contractors who do not meet the qualifications for list eligibility will be notified of the reasons for rejection. Contractors are encouraged to reapply.

Answers to questions contained in the attached questionnaire, information about current bonding capacity, a notarized statement from a surety with accompanying notes, and supplemental information are required. CalRecycle will use these documents as the basis for approving or denying contractors with respect to the size and scope of contracts upon which each contractor is qualified to submit a bid at Stage 2.

CalRecycle reserves the right to revisit a pre-qualification status in the event of subsequently learned information. Contractors have the duty to report any material changes from their pre-qualification documents immediately or risk removal of pre-qualified status. CalRecycle reserves the right to ask pre-qualified Contractors to resubmit documentation at any point to re-affirm pre-qualified status; in the event of a contractor’s refusal or unsuccessful submission of updated documents, CalRecycle reserves the right to remove the contractor from the pre-qualified list at any time. The removal from the pre-qualified list shall not be subject to dispute or appeal; however, applicants are encouraged to reapply.

CalRecycle reserves the right to require recertification of pre-qualification status at any time, for any reason, including, but not limited to, changes in law or necessary updates.

Neither the fact of pre-qualification, nor any pre-qualification rating, will preclude CalRecycle from a post-application consideration and determination of whether an applicant has the quality, fitness, capacity, and experience to perform the proposed work satisfactorily and has demonstrated the requisite trustworthiness.

Each questionnaire must be signed under penalty of perjury, in the manner designated at the end of the form, by an individual who has the legal authority to bind the contractor on whose behalf that person is signing. If any information provided by a contractor becomes inaccurate, the contractor must immediately notify CalRecycle and provide updated, accurate information in writing, under penalty of perjury.

CalRecycle reserves the right to waive minor irregularities and omissions in the information submitted in the pre-qualification application. CalRecycle reserves the right to make all final determinations regarding applicant’s applications.

CalRecycle reserves the sole and exclusive right to use or not to use the pre-qualified list for future work associated with the State’s Program. At CalRecycle’s sole discretion, CalRecycle may choose not to utilize the pre-qualified list and may seek other procurement methods.

## Authority

CalRecycle is soliciting pre-qualified applicants under the authority of the Emergency Services Act, specifically Government Code section 8570 (“powers of mitigation of effects of emergency”). Many sections and requirements may differ from typical State procurement documents in order to respond to the evolving and rapidly changing nature of disaster response.  Applicant’sattention is directed to the Federal Emergency Management Agency (FEMA) federally required terms contained herein. In submitting responses, you must comply with the instructions herein.

## Service Categories

The services will be provided in five (5) Regions which are comprised of California’s fifty-eight (58) counties. The five (5) Regions are comprised of the counties depicted below:

|  |
| --- |
| Region 1 - Northeastern |
| Alpine County  Amador County  Butte County  Calaveras County  Del Norte County  El Dorado County  Glenn County  Humboldt County  Lassen County  Madera County  Mariposa County  Modoc County  Nevada County  Placer County  Plumas County  Shasta County  Sierra County  Siskiyou County  Tehama County  Trinity County  Tuolumne County  Yuba County |
| Region 2 – Northern Coast |
| Alameda County  Contra Costa County  Marin County  Mendocino County  Monterey County  Napa County  San Benito County  San Francisco County  San Mateo County  Santa Clara County  Santa Cruz County  Sonoma County |
| Region 3 – Central Valley |
| Colusa County  Fresno County  Kings County  Lake County  Merced County  Sacramento County  San Joaquin County  Solano County  Stanislaus County  Sutter County  Tulare County  Yolo County |
| Region 4 – Southern Coast |
| Los Angeles County  Orange County  San Diego County  San Luis Obispo County  Santa Barbara County  Ventura County |
| Region 5 – Southeastern |
| Imperial County  Inyo County  Kern County  Mono County  Riverside County  San Bernardino County |

Contractor shall submit responses based on contractor’s desired region and category. Pre-qualification in one or more specific regions and categories will result in eligibility for participation in Stage 2 Requests for Bids and submission of a bid upon occurrence of a disaster.

For each Region, there are three (3) possible Categories of services to be provided. Applicants may pre-qualify for the debris removal function, the hazard tree removal function, or both at Stage 1. At Stage 2, a pre-qualified contractor for the debris removal function will be permitted to form a joint venture with a pre-qualified contractor for the hazard tree removal function in order to submit a complete bid. Pre-qualified contractors may elect to form Joint Ventures for the purposes of participating in Stage 2 and responding to CalRecycle’s Request for Bid. At least one member of the Joint Venture must qualify for the appropriate category and region for the debris removal function, at least one member of the Joint Venture must qualify for the hazard tree function, and all members of the Joint Venture must be on a list for the appropriate category and region.

**Disaster Debris Removal:**

1. Category 1: 1-700 Assessor Parcel Numbers (APNs) – Provide Disaster Debris Removal for quantities of 1-700 parcels.
2. Category 2: 701-1,999 APNs – Provide Disaster Debris Removal for quantities of 701-1,999 parcels.
3. Category 3: 2,000+ APNs – Provide Disaster Debris Removal for quantities of 2,000 or more parcels.

**Hazard Tree Removal:**

1. Category 1: 1-5000 Hazard Trees - Provide Hazard Tree Removal for quantities of 1-5000 trees.
2. Category 2: 5001-15000 Hazard Trees - Provide Hazard Trees Removal for quantities of 5001-15000 trees.
3. Category 3: 15001+ Hazard Trees – Provide Hazard Tree Removal for quantities of 15001 or more trees.

Applicants must submit a pre-qualification application for at least one (1) Region in at least one (1) Category.

Applicants may submit a pre-qualification application for multiple Regions and Categories.

Applicants must demonstrate that they are qualified to perform the Scope of Work described in Exhibit A. For purposes of Stage 1, Exhibit A shall be considered as a reference document only since the incident specifics will be determined at Stage 2.

## Service Map

Each Region is comprised of the counties depicted below in Figure 1. – Service Regions by County.

Figure 1

**

**Region 1 – Northeastern**

**Region 2 – Northern Coast**

**Region 3 – Central Valley**

**Region 4 – Southern Coast**

**Region 5 – Southeastern**

## Service Overview

Following major wildland fire incidents, CalRecycle is frequently tasked by the California Governor’s Office of Emergency Services (Cal OES) to manage a Program that coordinates Structural Disaster Debris and Hazard Tree Removal Operations.

The following services shall be included in the Program’s Scope of Work:

1. Structural Debris Removal Function: CalRecycle’s Program’s Scope of Work shall include but shall not be limited to: the preparation, removal, transport, and recycling or disposal of asbestos-containing materials, metals, ash, debris, concrete foundations and flatwork, potentially dangerous trees, and contaminated soil on residential properties destroyed to a wildfire or other disaster.

1. Hazard Tree Removal Function: In addition to the Structural Debris Removal Function, and to address the immediate threat to public safety due to hazard trees, Program work shall also include a Hazard Tree Removal Function that includes but shall not be limited to: iinspection of hazard trees marked by the Assessment & Management Contractor (A&M) Contractor; determination of felling methods; conducting Hazard Tree Removal Pre-Work Inspection with the A&M Contractor; marking, photographing pre-existing timber and relocating onsite as necessary; felling, processing, and removing hazard trees; and application of erosion control. For this program, a “Hazard Tree” is defined as stated in Section V “Definition and Terms”.

## Process Schedule

This process will be conducted according to the following tentative schedule where all times are Pacific Time. Contractors are encouraged to submit their applications as soon as possible. CalRecycle will notify applicants of pre-qualification status within 21 calendar days from receipt of a submitted application package. Applicants who do not meet the qualifications for list eligibility will be notified of the reasons for rejection. Contractors are encouraged to reapply. Predicting when an incident occurs is impossible; therefore, contractors are advised to submit as soon as possible. Accordingly, for the initial pre-qualification publication, the following schedule will apply. Thereafter, applications will be accepted on a rolling basis, along with applicant questions whose answers will be posted on CalRecycle’s website.

|  |  |
| --- | --- |
| SCHEDULE | DATE |
| Advertisement Date | May 23, 2022 |
| Optional Conference for Applicants at 10:00 A.M. | May 26, 2022 |
| Initial Written Questions Due by 5:00 P.M. | May 31, 2022 |
| Initial Pre-Qualification Application Package Due before 2:00 P.M. | June 10, 2022 |
| Publication of Pre-Qualification List | On or before July ~~1~~**11**, 2022 |
| Ongoing Publication of Pre-Qualification List | Within 21 calendar days after submittal |

## CalRecycle Contract Administrator Information

All inquiries and questions must be directed to the Contract Administrator below, unless otherwise identified in the instructions or changed by addendum to the Pre-Qualification List. The Contract Administrator or designee shall be the single point of contact. Oral communications directly with procurement officers and employees concerning the Pre-Qualification List shall not be binding to CalRecycle. Contractors should only rely on written statements issued by CalRecycle.

| Physical Address:  1001 I Street  Sacramento, CA 95814  Attn: CalRecycle Contracts Unit, MS-19A | Mailing Address:  PO Box 4025  Sacramento, CA 95812-4025  Attn: Contracts Unit, MS-19A |
| --- | --- |

|  |  |
| --- | --- |
| Contract Administrator: | Luke Wainscott |
| Email: | [Luke.Wainscott@calrecycle.ca.gov](mailto:Luke.Wainscott@calrecycle.ca.gov) |
| Phone: | (916) 341-6527 |
|  |  |

Emailed application submittals must be sent per Section 3, Electronic Pre-Qualification Application Package Submittal Format to the email address identified below.

Application Package submission email: [Contracts@Calrecycle.ca.gov](mailto:Contracts@Calrecycle.ca.gov).

# Section II Rules and Conditions

## Introduction

Contractors who wish to be pre-qualified must submit a completed pre-qualification questionnaire to the awarding body for review. Contractors are required to provide any additional information and/or documentation as instructed on the questionnaire.

## Commitment

Applicant acknowledges, attests, and commits that information and documentation provided during Stage 1 is true and correct and will be subject to further validation at Stage 2.

**Stage 1 “Pre-Qualification Solicitation”**

* All items noted in this Pre-Qualification Application (see Required Pre-Qualification Application Package Checklist)

**Stage 2 “Request for Bids”**

***Exhibits are provided for reference purposes only during Stage 1 and are subject to change based on incident(s) and CalRecycle discretion at Stage 2. The final versions of these Exhibits shall be available during Stage 2.***

* + Exhibit A SOW
  + Exhibit A.1 Special Provisions
  + Exhibit B Budget Detail and Payment Provisions
  + Exhibit D Special Terms and Conditions including Exhibit D Attachment 1
  + Exhibit G FEMA Public Assistance Program Contracts
  + General Terms and Conditions (GTCs) and Contractor Certification Clauses (CCCs) are both available for viewing at <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>

The above terms, conditions, and/or requirements are not subject to negotiation. Any applicant that reserves a right to negotiate or expresses any exception to the above terms, conditions, and/or requirements will be disqualified. However, requests to revise any of the above terms, conditions, and/or requirements may be submitted during the formal question and answer period. Any such requests must include the current language, the proposed revised language, and the justification for the proposed revision. Any revisions are at the sole discretion of CalRecycle and will only be made under very limited circumstances in which the revisions apply to all Contractors and benefit or enhance the Contract.

If the applicant fails to meet any of the requirements or comply with CalRecycle requests, CalRecycle can reject, disqualify, or remove the firm from the process.

## Contractor’s Cost

All costs resulting from the contractor’s participation in this process are at the firm’s expense. No costs incurred by the contractor participating in this process will be reimbursed by CalRecycle.

## Contents of Application

The contents of an applicant’s pre-qualification application package may be disclosed to third parties to verify, validate documentation, and investigate substantial allegations.

Application packages are subject to disclosure (Government Code section 6250 et seq.)

Upon receipt of documents submitted in response to this pre-qualification application process, these items will become the property of CalRecycle and will be regarded as public records under the California Public Records Act (Government Code section 6250 et seq.) and subject to review by the public. CalRecycle cannot prevent the disclosure of public documents. **CalRecycle will disregard any language purporting to render all or portions of the applicant’s application package confidential.**

## Competence of Contractors

CalRecycle will validate the following:

1. Business Entity
   1. Applicant and/or Applicant’s firm must be in good standing and currently hold any/all required licenses and permits to perform/conduct business in the State of California. If a sole proprietorship, be registered with the city, county, or other local government entity in which the principal place of business is located.
   2. The Contractor shall be an individual or firm qualified to do business in California. Required documentation includes the following as applicable:

* A copy of the Applicant’s registration with the Secretary of State., unless the applicant is a sole proprietorship (as indicated in Attachment 1, Contractor’s Certification’s Item #1 “Contractor’s Business Identification”).

1. Suspension and Debarment
   1. This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor, its principals (defined at 2 C.F.R. section 180.995), or its affiliates (defined at 2 C.F.R. section 180.905) are excluded (defined at 2 C.F.R. section 180.940) or disqualified (defined at 2 C.F.R. section 180.935).
   2. The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
   3. This certification is a material representation of fact relied upon by CalRecycle. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the State of California or CalRecycle, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
   4. Upon Stage 2, the Bidder agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, while this offer is valid and throughout the period of any contract that may arise from this offer. The Bidder further agrees to include a provision requiring such compliance in its lower-tier covered transactions.”
2. CalRecycle Unreliable List
   1. Any contractor or subcontractor currently on the CalRecycle Unreliable list is ineligible to apply for or participate in this contract: <https://www.calrecycle.ca.gov/funding/unreliability>
3. Prohibition on Tax Delinquents Bidding
   1. Public Contract Code section 10295.4 provides that a state agency shall not enter into any contract for goods or services with a contractor whose name appears on either list of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code.
   2. Contractors listed on the California Department of Tax and Fee Administration (CDTFA) and Franchise Tax Board (FTB) top 500 list of tax delinquent businesses are not eligible to bid.
   3. FTB List:<https://www.ftb.ca.gov/about-ftb/newsroom/top-500-past-due-balances/index.html>
   4. CDTFA List: <https://www.cdtfa.ca.gov/taxes-and-fees/top500.htm>

## Optional Pre-Qualification Conference

Applicants should note that no mandatory meeting will be required prior to submission of a Pre-Qualification Application Package. CalRecycle will hold a non-mandatory Pre-Qualification Conference on the date and time listed in the Process Schedule via GoToWebinar. Contractors are encouraged to attend. Register for CalRecycle's Debris Removal Pre-Qualification Pre-Bid Meeting.

The registration link will go active one (1) hour prior to the meeting start time to allow attendees time to test their connection. Contractor’s are advised to register early.

After registering, Contractors will receive a confirmation email containing information about joining the webinar. Use the link below to register:

[https://attendee.gotowebinar.com/register/1075960511699486220](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fattendee.gotowebinar.com%2Fregister%2F1075960511699486220&data=05%7C01%7CShelly.Lewis%40CalRecycle.ca.gov%7C34997e5713da4aac6b2708da3cdd80a9%7Ca4c5f142282344b9a970816a20aaabee%7C0%7C0%7C637889219302696192%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=mMIVtYP%2BVopB6jB6lNFz8RXhsPeQiknvll1qeOxqvSE%3D&reserved=0)

## Ongoing Pre-Qualification Submission

Pre-Qualification submissions will be accepted on an ongoing basis. Applicants are encouraged to submit early and not wait for an incident to occur. When an incident occurs for which CalRecycle intends to move to Stage 2, CalRecycle will post a notice on its website. Interested Parties not previously pre-qualified may submit a Pre-Qualification Application Package no later than five (5) days after said notice to be eligible to participate in Stage 2 for the noticed incident. Contractors will be notified of list eligibility within 21 calendar days.

CalRecycle may refuse to grant pre-qualification where the requested information and materials are not provided. There is no appeal from a rejection of pre-qualification eligibility. However, applicants are encouraged to reapply.

## Written Questions

Applicants needing clarification of the requirements of this solicitation may submit questions to CalRecycle’s Contracts Unit. Refer to Section I, Process Schedule, for deadline requirements.

Oral communications with CalRecycle officers and employees shall be non-binding on the State and shall in no way exclude the Applicants of any obligations as set forth in this package. All questions or inquiries regarding this solicitation shall be submitted using the Contract Administrator contact information provided in Section I.

E-mails MUST be clearly marked:

**“Questions Relating to SOLICITATION PQ052322**”

The initial questions and answers will be published on the CalRecycle webpage.

## Addenda

CalRecycle reserves the right to amend, alter, or change the rules and conditions of this Pre-Qualification List.

Any ambiguity, conflict, discrepancy, omission, or other error discovered in the Pre-Qualification solicitation should immediately be reported to CalRecycle. Addenda will be available on the CalRecycle webpage for this particular solicitation at [www.calrecycle.ca.gov/contracts](http://www.calrecycle.ca.gov/contracts).

## Errors in Submittals

An error in an application package may be cause for rejection of that application and rejection from the Pre-Qualification List.

## Electronic Waste Recycling

If the contractor or any subcontractors participate in activities that result in the disposition of electronic components, they will comply with the provisions of PRC Chapter 8.5.

## Use Tax

If, during the course of the agreement, the contractor will be involved in the re-sale of goods to the State, they must comply with the requirements of section 6452.1, 6487, 6487.3, 7101, and 18510 of the Revenue and Taxation Code, in addition to section 10295.1 of the Public Contract Code.

**Labor Code**

Where applicable, pursuant to Labor Code, Section 1774, the Contractor to whom the contract is awarded, and any subcontractor under them, shall pay not less than the specified general prevailing wage rates of per diem to all workers employed in the execution of the contract.

**Office of Management and Budget (OMB) Requirements**

The Contractor to whom the contract is awarded shall comply with all applicable OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards found at 2 C.F.R. sections 200.317-327.

# Section III Pre-Qualification Application Package Submittal Requirements

## Introduction

Failure to follow the instructions contained in this document may be grounds for rejection.

CalRecycle may waive an immaterial deviation in a Pre-Qualification Application Package at the discretion of CalRecycle.

## Cover Letter

The cover letter shall be signed by an individual who is authorized to bind the Applicant and shall indicate that person's title or position. The cover letter must be on the Applicant’s company letterhead and contain the following information:

1. Name and address of the Applicant submitting qualifications.
2. Applicant’s Headquarters.
3. Name, title, address, telephone number, and e-mail address of individual(s) with authority to execute a binding Agreement on behalf of the Applicant.
4. Name, telephone number, and e-mail address of a person who can be contacted if further information is required.
5. Statement that personnel who will provide services under the Agreement will have the required certifications and that Applicant will have qualified personnel available to meet the service needs.
6. Statement stating that the Contractor is eligible to Contract with the State of California, pursuant to PCC 10286.

## Required Personnel and Organization Questionnaire

For purposes of Stage 1, Applicant shall complete the Required Personnel and Organization Questionnaire (Attachment 3) to demonstrate their professional qualifications and subject matter expertise of each team member as listed in Attachment 3.

Additional personnel names will be required at Stage 2, Request for Bids, as indicated in Attachment 3, in addition to any changes in personnel names upon submission of Stage 2, Request for Bids.

## Business Entity Requirement Questionnaire and Certification

For purposes of Stage 1, Applicant shall complete the Business Entity Requirement Questionnaire and Certification and submit all required documentation as listed in Attachment 4.

## Service Regions and Categories Selection Form

For purposes of Stage 1, Applicant shall complete the Service Regions and Categories Selection Form and submit the form as listed in Attachment 6.

## Required Licenses

Applicants shall designate which function they wish to prequalify for: Disaster Debris Removal, Hazard Tree Removal, or both. All required licenses, certifications, and registrations must be current and active at the time of Pre-Qualification Application Package submission. They shall remain active so long as the Contractor wishes to remain pre-qualified and throughout the life of any subsequent contract executed as a result of the Contractor’s pre-qualified status. All required licenses, certifications, and registrations must be maintained in good standingthroughout the Contract Agreement term. Lapses occurring after pre-qualification submission, bid submission, or contract execution may be grounds for removal from the pre-qualification list, disqualification from bidding, or contract termination. As shown below, Contractors must possess the required licenses for the appropriate function at this initial phase. Contractors must be DIR registered.

**DIR Registration:** The Prime Contractor (and each member of a joint venture, if a joint venture submits the application) must be currently registered with the Department of Industrial Relations (Labor Code sections 1725.5, 1771.1).

Disaster Debris Removal Function requires the following:

**CSLB License:** The Prime Contractor (the joint venture if a joint venture submits the application) must possess a valid and active Contractors State License Board (CSLB) General Class A, General Engineering license with a Hazardous Substance Removal Certification (HAZ) issued by the State of California. Subcontractors cannot be used to fulfill this requirement.

Hazard Tree Removal Function requires the following:

**LTO:** The Prime Contractor must have a CAL FIRE Licensed Timber Operator (LTO) Commercial License (type “A”). If a Joint Venture, a minimum of one individual member must have a CAL FIRE Licensed Timber Operator (LTO) Commercial License (type “A”).

Note to Applicants: at Stage 2, all of Bidder’s proposed subcontractor(s) felling trees must also have a CAL FIRE Licensed Timber Operator (LTO) Commercial License (type “A”).

If the LTO is required to fell trees in proximity to power lines, the LTO shall be pre-approved or pre-certified to do so by the local electric utility or utility association. The LTOs must also be capable of directionally falling timber away from structures, power lines, and roadways in urban and semi-urban settings.

LTOs will be checked against CALFIRE [License List (ca.gov)](https://caltreesplans.resources.ca.gov/Caltrees/customization/common/licenseList.aspx). Applicants are advised to verify the listing prior to application package submission.

## Customer References

Applicants must demonstrate that they are qualified to perform projects similar to the Scope of Work described in Exhibit A by submitting two (2) verifiable references. Applicants may request pre-qualification for disaster debris removal, hazard tree removal, or both. Applicants must submit two (2) verifiable references for the proposed Category with the largest number of APNs and/or Hazard Trees that the applicant shall be servicing. Such past projects must meet the minimum size quantities that the applicant is selecting. If an applicant is interested in both disaster debris removal and hazard tree removal functions, applicant must submit enough references to provide two verifiable references for each proposed Category. In such a case, applicant may use the same project twice (once for each Category) if the past project included both hazard tree and debris removal functions. The categories for each function are listed in Section I, Service Categories. Applicants shall submit references for the largest category of pre-qualification i.e. if applicant is seeking pre-qualification in all three categories, submit references for category 3, the largest.

Applicant must complete Part 1 of the included Customer Reference Form for each reference. The Applicant must be named on the Customer Reference Form as the entity that provided services to the customer reference. ~~Applicant shall then supply the form to the customer reference, who shall complete Part 2 and return it to Applicant.~~

For purposes of customer references, work performed as a member of a Prime Contractor Joint Venture (JV) shall be considered work performed as a Prime Contractor.

Applicants are required to use the Customer Reference Form (Attachment 5) and no substitutions will be accepted.

1. During Stage 1 of this solicitation:
2. Applicant shall submit references for their two (2) largest projects in terms of parcels cleared of debris (for applicants seeking pre-qualification for disaster debris removal) and/or hazard trees felled and removed (for applicants seeking pre-qualification for hazard tree removal).

For example, if proposing for Category 1, 2, and 3, Applicant’s customer references must be for disaster debris and/or hazard tree removal services for Category 3: 2,000+ APNs and/or 15,001+ trees.

1. Applicants must clearly identify the quantity of parcels and/or hazard trees performed on each project, which will be verified with the project owner.
2. For work performed as part of a Joint Venture, each partner may count the total number of parcels and hazard trees for the Joint Venture’s contract.
3. Applicants shall comply with the Customer Reference requirements specified in Attachment 5.
4. CalRecycle will then validate the submitted references and record the validated number of enrolled parcels and/or hazard trees for use at Stage 2.
5. During Stage 2 of this solicitation process:

CalRecycle will develop the estimated quantity of parcels and hazard trees based on the available information about the disaster event to determine the appropriate category(ies) eligible to submit bids.

Pre-qualified contractors may elect to form Joint Ventures for the purposes of participating in Stage 2 and responding to CalRecycle’s Request for Bid. At least one member of the Joint Venture must qualify for the appropriate category and region for the debris removal function, at least one member of the Joint Venture must qualify for the hazard tree function, and all members of the Joint Venture must be on a list for the appropriate category and region

1. Customer Reference Validation

CalRecycle will validate customer references by any means necessary or appropriate, including email, voice, or electronic conferences. Applicants are responsible for maintaining contact with their referencing customers to ensure their prompt responses to CalRecycle’s validation inquiries.

1. The contact identified in the customer reference must respond to CalRecycle within the seven (7) calendar days after notice by CalRecycle.
2. The contact identified in the customer reference email address should indicate the organizational entity's name (e.g., If the organizational entity is California Department of Motor Vehicles, the reference email includes @dmv.ca.gov, not @gmail.com).
3. In the event the individual used for the customer reference has left the employment of the organizational entity or the reference email does not match the entity’s name at the time of validation, a person in a position to verify the entity's employees may verify the individual's past employment and email address with that entity.
4. Reference validations may be determinative of Applicant’s ability to pre-qualify.
5. The State reserves the right to reject any customer reference it reasonably believes to have been falsified, is an entity the Proposer owns partially or wholly, or that cannot be validated.
6. If a customer reference or project experience is unable to be verified, it may be disregarded. It is to the Applicant’s benefit to inform its references that they may be contacted by CalRecycle regarding this solicitation during the anticipated review period, and their quick response would be helpful to the Applicant’s cause.

## Insurance Experience Modification Rate (EMR)

The Applicant shall provide their current Workers Compensation Insurance Experience Modification Rate (EMR) to CalRecycle, or proof of non-eligibility.  If the EMR number exceeds one (1.00) at any time, CalRecycle may at their sole discretion, remove pre-qualified firms within thirty (30) days of verifying the rate has exceeded one (1.00).

## Illness and Injury Prevention Program (IIPP) and/ Health and Safety Plan (HSP)

Applicants must submit a current company IIPP that meets the requirements of 29 C.F.R. section 1910.120(b) and 8 CCR section 5192(b) or a sample of a recently prepared HSP for an environmental remediation/cleanup operation representative of the types of operations envisioned to be conducted in Sample Exhibit A, Scope of Work.

## Contractor Eligibility

The Applicant must include a written declaration, stating that the Applicant and any Subcontractors to be used during the performance of the Contract are eligible to Contract with the State of California, pursuant to PCC 10286.1. Statement may be included in the cover letter.

## Pre-Qualification Application Package Submission

Failure to follow the instructions contained in this document may be grounds for the rejection of an application package. CalRecycle may reject any application package if it is conditional, incomplete, or contains irregularities.

CalRecycle may waive an immaterial deviation in an application package if deemed in the best interest of CalRecycle. Waiver of an immaterial deviation shall in no way modify the Pre-Qualification List requirements or excuse the Contractor from full compliance with the Agreement requirements.

## Final Pre-Qualification Application Package Submission

Applicant must submit the application information on the forms provided by CalRecycle (included in this Pre-Qualification Solicitation) or included by reference to a downloadable form, as indicated on Required Pre-Qualification Application Package Checklist.

All required signatures must be executed by the individual who is legally authorized to bind the Applicant. Use of verifiable electronic signatures are permitted. Pre-Qualified Application Packages not submitted on the provided forms will be considered non-responsive.

## Electronic Pre-Qualification Application Package Submittal Instructions

It is the sole responsibility of the Applicant to ensure that electronically submitted documents are readable by CalRecycle. Required documents should be submitted in Microsoft Word, Microsoft Excel, or Adobe PDF. To ensure electronically submitted documents are readable, Applicant should submit electronic documents that meet the following standards:

* 1. Microsoft – Word, Excel, Power Point or Adobe Acrobat Pro DC (PDF).
  2. Sans Serif ADA font (Preferred 12-point Arial).
  3. Emailed submissions should not exceed one hundred fifty (150) megabytes (MB). CalRecycle’s email server may automatically reject excessively large emails.
  4. Zip files or compressed folders are not permitted. Incoming submittals that contain zipped/compressed folders will be rejected.
  5. All required application documents shall be submitted in the same order as they appear on the Required Pre-Qualification Application Package Checklist.

Electronic submissions not compatible with these standards, or submissions unable to be read, may result in the application being rejected.

1. Submit pre-qualification packages to [*contracts@calrecycle.ca.gov*](mailto:contracts@calrecycle.ca.gov) according to the schedule.
   * 1. Applicant should clearly identify in the email Subject Line the following: PQ\_052322\_Bidder's\_Name

Example: PQ\_052322\_AcmeCorp\_Inc.

* + 1. If multiple emails are being submitted, the Applicant should identify the email number out of the total number of emails in the email subject line, such as “PQ\_052322\_Bidder's\_Name\_1 of 3.”

Pre-Qualification Application Packages not submitted as instructed above will be considered non-responsive and will be rejected.

# Section IV Evaluation and Selection

## Introduction

CalRecycle will perform a Pre-Qualification Evaluation process to ensure that the Applicant has included all required documentation. **CalRecycle reserves the right to contact applicants to remedy incomplete applications with omissions that are minor or represent clerical errors. Applicants who are contacted by CalRecycle must respond within the specified timeframe to remedy their application or will have to resubmit their application.**

## Grounds for Rejection

Grounds for rejection may include but are not limited to the following:

* Unsigned responses.
* Applicants has been prohibited from Contracting with the State by the Department of Fair Employment and Housing.
* Applicant has received a substantive negative Contract performance from the State.
* Any items required are not included with the Application Package.

## List Eligibility

See Section I, Pre-Qualification Process.

## Notice of Eligibility

CalRecycle will notify applicants of Pre-Qualification List placement by posting

on CalRecycle’s Contract website at <https://www.calrecycle.ca.gov/contracts/disaster>..

Unsuccessful applicants will be notified via email.

## No Protest of Eligibility

No protests or appeals will be considered for unsuccessful applicants. Contractor’s sole remedy will be to reapply.

# Section V Definition and Terms

**General**

Unless the context otherwise requires, wherever in this solicitation or addenda, the following abbreviations and terms, or pronouns in place of them, are used, the intent and meaning shall be interpreted as provided in this Section.

Working titles having a masculine gender, such as “draftsman” and “journeyman” and the pronoun “he”, are utilized in these provisions for the sake of brevity and is intended to refer to persons of either sex.

ADA Americans with Disabilities Act

APN Assessor’s Parcel Number

Cal OES California Governor's Office of Emergency Services

Cal EPA California Environmental Protection Agency

CalRecycle Department of Resources Recycling and Recovery

CCR California Code of Regulations

C.F.R. Code of Federal Regulations

CM Contract Manager

DVBE Disabled Veteran Business Enterprise

EPA Environmental Protection Agency (Federal Government)

FPR Forest Practice Rules

GC Government Code

IFB Invitation for Bids

IMT Incident Management Team

LTO Licensed Timber Operator

OSDS The Department of General Services, Procurement Division (PD), Office of Small Business and DVBE Services (OSDS)

PCC Public Contract Code

PPDR Private Property Structural Debris Removal– a FEMA defined term

ROE Right of Entry

SB Small Business

SOW Scope of Work

U.S.C. United States Code

**Definitions**

**214 Forms (ICS 214 Forms):** The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation and a reference for any after-action report.

**Agreement:** The written agreement covering the performance of the work and furnishing of labor, materials, tools, and equipment in providing the work. The Agreement shall include the STD213, IFB, Exhibits, Bid submittal, general and specific terms and conditions, Work Orders, and supplemental agreements, which may be required to complete the work in a substantial and acceptable manner.

**Assessor’s Parcel Number (APN):** The unique number assigned to each parcel of land by the county tax assessors. Refer to *Site.*

**Assessment & Management Contractor (also A&M Contractor, A&M Consultant, or Consultant):** The person or persons, firm, partnership, corporation, or his or their legal representatives or designee or combination thereof, which has entered into an Agreement with CalRecycle to assess and monitor the contractor(s) compliance with the Scope of Work.

**Bay:** Individual residence within an APN. Typically applies to mobile home/trailer park properties.

**Cal OES:** The California Governor's Office of Emergency Services

**Cal EPA:** The California Environmental Protection Agency.

**CalRecycle Staff:** Staff of the Department of Resources Recycling and Recovery involved in implementing this contract.

**Change Order:** A change order is a legally binding document used to change the contract for revised scope of work and/or time. A valid, fully executed change order requires the signature of both CalRecycle and the Contractor signifying mutually agreed-upon terms.

**Cleanup Goal Report:** The A&M Contractor shall develop a cleanup goals report based on local soil samples to each burn scar included in each Operation and on state and federal standardized environmental cleanup requirements. Scope of Work consists of collecting soil samples from across the fire impacted areas. Background levels of heavy metals are considered when determining cleanup goals to ensure that resources are not allocated to removing soil concentrations that may be above the health-based standards but are not related to the debris from the incident.

**Community Costs:** Operational labor, materials, and other related costs that cannot be directly attributable to any specific property as part of the Operations.

**Contract Manager (CM):** A person designated by the responsible state agency or department to manage performance under a contract.

**Contractor:** A party contracting with the awarding agency. Vendor is often used synonymously with contractor.

**Contractor's Environmental Compliance Liaison (ECL):** DDHTR Contractor's staff responsible for ensuring that the DDHTR Contractor meets all of the environmental permit requirements and all EPP BMPs are properly implemented, as described in Exhibit A.

The ECL shall possess a Bachelor's Degree (or higher degree) in environmental science, geography, environmental engineering, or another applicable field of science.

**Contractor’s Registered Professional Forester (RPF) Liaison:** The Contractor’s RPF Liaison will oversee, monitor, and manage the hazard tree removal operations and related activities for the Contractor, within their respective contract area, and make sure their Operation follows the Forest Practice Rules, all applicable timber harvest documents, and the EPP, as described in Exhibit A.

**Crew:**

**Structural Debris Removal Crew:** A “crew” is defined relative to a standard structural debris removal crew, which includes four (4) personnel (two operators and two labor personnel), all equipment, supplies, portable restrooms, hand sanitation stations, and ancillary supplies.

**Hazard Tree Removal Crew:** A hazard tree removal crew is defined as all personnel, equipment, and supplies necessary to fell, process, and remove hazard trees.

One (1) crane or rubber tired and/or rubber tracker bucket rig

1. One to two (1 – 2) tree fallers or heavy equipment for tree falling, such as a feller buncher
2. One to two (1 – 2) laborers for processing fallen timber
3. One (1) skid steer or excavator for handling timber onsite
4. One (1) track or tow-behind chipper
5. Appropriate quantity of log trucks, grapple trucks, high-side dump trucks, or other trucks for removing wood material to a processing facility or end user and any equipment needed to load wood material onto trucks.

CalRecycle may approve alternate crew makeups if the DDHTR Contractor evidences the need for different personnel or equipment.  A Hazard Tree Removal Crew consists of between two (2) and seven (7) DDHTR Contractor personnel.

These crews will also include all equipment, supplies, portable restrooms, hand sanitation stations, and ancillary supplies.

**Day:** Unless otherwise indicated, a “day” or “days” refers to a working day(s), Monday through Saturday.

**Director:** The Director of the Department of Resources Recycling and Recovery, or his/her designees. Any references to Executive Officer shall mean the Director and/or designated officer.

**Disabled Veteran Business Enterprise (Certified):** A business that has been certified by the State of California, Department of General Services, Procurement Division (PD), Office of Small Business and DVBE Services (OSDS), as Disabled Veteran Business Enterprise (DVBE) as defined in Military and Veterans Code 999 et. seq. and 2 California Code of Regulation (CCR) 1896.60.

**Disaster:** “Disaster” means fire, flood, storm, tidal wave, earthquake, terrorism, epidemic, or other similar public calamities that the Governor determines presents a threat to public safety. (19 CCR section 2900(g))

**Disaster Debris and Hazard Tree Removal (DDHTR) Contractor:** The Contractor hired to remove disaster debris and hazard trees under this Agreement.

**Duly Authorized Representative:** Means the duly authorized employee of the Contractor that has the authority to represent the Contractor and sign documents pertaining to the Contracts and submit invoices to CalRecycle.

**Easement:** A legal right to cross or otherwise use another’s land for a specified purpose. An easement may be expressed or implied.

**Federal Assistance:** “Federal Assistance” means aid to disaster victims or local agencies by the federal government pursuant to federal statutory authorities. (19 CCR section 2900(m))

**Finance & Administration Team:** CalRecycle Program, Budgets, Mission Task Finance Unit (Accounting), Contracts, and Legal Affairs.

**Finance Section Chief/Finance Unit Leader:** CalRecycle employee who tracks Operation-level costs and reimbursements for the Operation. The Finance Section Chief/Finance Unit Leader may also serve as the Contract Manager.  One or more Deputy Finance Section Chiefs/Assistant Finance Unit Leaders may be assigned as needed.

**Hazard Tree:** A tree so damaged by a fire that it possesses an imminent threat of falling onto public Right-of-Way (ROW), other improved public property, or other infrastructure – as approved by the Incident Management Team (IMT). See the Special Provisions for additional criteria.

**Holidays:** Those days designated as State holidays in the Government Code.

**Incident:** See Operation.

**Incident Action Plan (IAP):** A formal plan which documents incident goals, operational period objectives, and the response strategy defined by incident command during response planning. It contains general tactics to achieve goals and objectives within the overall strategy, while providing important information on event and response parameters.

**Incident Commander:** The person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved. The incident commander sets priorities and defines the organization of the incident response teams and the overall incident action plan.

**Incident Command System:** A standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responders from multiple agencies can be effective.

**Incident Management Team (IMT):** Designated personnel who provide support to incident management at the Incident or Branch Level. Includes the Branch Director, Branch Planner, Debris Group Supervisor, Finance Unit Leader, and Logistics Unit Leader, and their respective designees.

**Individual Property Cost:** Operational labor, materials, and other related costs that can be directly attributable to a specific property for which such costs were expended as part of the Operations.

**Legal Holiday:** See “Holidays”.

**Lot:** See *Site.*

**LTO:** Licensed Timber Operator

**Notice to Proceed**: A Notice to Proceed (NTP) is a notification from CalRecycle informing the Contractor it shall begin work under the Operation.

**National Environmental Policy Act (NEPA):** “NEPA” means the National Environmental Policy Act (Title 42 United States Code section 4321 et seq.). (19 CCR section 2900(s))

**Operation:** The full scope of work of Structural Debris Removal and Hazard Tree Removal services described in Exhibit A and the Special Provisions. May also be referred to as “Incident” or “Project”.

**Operational permits enforced by CalFire:** Forest Practice Rules (FPR) under 14 CCR 1104.1(b) (Public Agency, Public and Private Utility ROW Exemption) and 14 CCR 1038(b) (10% Dead, Dying, Diseased Trees) or the NEW 2020 Exemption 14 CCR 1038(g) (Post-Fire Recovery Exemption).

**Operations Section Chief:** Oversees and directs all tactical staff and operations for the Structural Debris and Hazard Tree Removal Operations throughout the Operational area. For this agreement, used interchangeably with Debris Group Supervisor (DGS).

**Operations Superintendent:** Reports to the Contractor’s field supervisor who is responsible for overseeing/directing and supporting multiple DDHTR crews, as determined by the Project Manager.

**Over Excavation:** “Over Excavation” occurs when the IMT designates a property as having had an unreasonable amount of material removed for site conditions. The IMT may base an Over Excavation determination upon factors including, but not limited to, relative quantity or ratios of materials removed compared to other Operation properties, field observations, analytical data, and/or other available information.

**Parcel:** See *Site*

**Planning Section Chief:** Works directly with the Incident Commander, to plan and coordinate Debris and Hazard Tree Removal resources for the multiple activities throughout the Branch. For this agreement, used interchangeably with Branch Planner (BP).

**Programs:** The Structural Debris Removal Program or the Hazard Tree Removal Program.

**Project:** Refer to *Operation*

**Program Manager:** In addition to the responsibilities described in the Description of Work, the Program Manager is the DDHTR Contractor’s representative for all work performed under this Agreement. All official correspondence, reports, submittals, billings, and other work done under this Agreement shall be reviewed and signed by the Program Manager prior to submittal to CalRecycle.

**Property:** See *Site.*

**Public Bid Opening:** A public meeting, where the sealed bid submitted by a Bidder on an advertised Operation, is opened, and a determination is made as to the apparent low bidder.

**Rejected Load:** A “Rejected Load” occurs when either: 1) A receiving facility refuses to accept a load as classified, or 2) the IMT designates a load as being misclassified. The IMT may base a determination of designation of a load as being “misclassified” upon factors including, but not limited to, relative quantity or ratios of materials removed compared to other Operation properties, field observations, analytical data, and other available information.

**Resource Monitors:** Professional staff, including Registered Professional Foresters, biologists, and archaeologists, provided by the A&M Contractor that will assist in the oversight and implementation of the EPP and Timber Harvest Documents during the Operation for the purpose of protecting the environmental and cultural resources present.  Local tribal nations are expected to provide tribal monitors to assess for native artifacts that DDHTR Contractors’ ground-disturbing activities may unearth.

**Right of Way (ROW):** “Right-of-way” generally means that portion of real property granted to a public or quasi-public entity to utilize said property for public street, drainage, or utility purposes.

**Right-of-Way Segment:** A reasonable Operational portion of a public right of way.

**Right of Entry (ROE):** “Right of Entry” refers to the Operational staff to access private property (parcel of land) with permission via the ROE form.

**Scope of Work:** The description of work required of a contractor by the awarding agency.

**Section 106:** Section 106 of the National Historic Preservation Act and all associated statutes and regulations, including 36 CFR 61*.*

**Site:** A building or facility, or group of contiguous buildings or facilities with common ownership and within a single APN. A Site may include a “Property,” “Lot,” “Bay,” or “APN” as defined in this Agreement. (modified, 19 CCR section 2900(gg))

**Small Business (Certified):** A business that has been certified by the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS), as a small business as defined in GC section 14837 and 2 CCR section 1896.

**State:** The State of California. May also refer specifically to CalRecycle.

**State Contract Law:** The Public Contract Code and other applicable laws that form and constitute a part of the provisions of this Agreement to the same extent as if set forth herein in full.

**State Eligible Costs:** “State Eligible Costs” means all Operation costs eligible under Government Code sections 8680 et seq., and shared costs of Operations deemed eligible for federal public assistance, after offsetting applicable credits. (19 CCR section 2900(kk))

**Stormwater Specialist:**  The DDHTR contractor will assign a Stormwater Specialist who is a Qualified Stormwater Pollution Prevention Plan Practitioner (QSP) and who is familiar with rural and urban applications of erosion and sediment control. The Stormwater Specialist will oversee applicable work on roads, debris sites, and support facilities, will manage NPDES compliance, and will manage the response to accidental spills. The Stormwater Specialist will also coordinate the documentation of removal, maintenance, and deployment of intermediate and final erosion/sediment control, and shall record such measures in a State designated or approved database in coordination with the A&M Contractor.

**Subcontractor:** A person or entity which contracts with the Contractor to perform all or a portion of the work as specified in the Scope of Work.

**Task Force:** Unit and organizational element having functional responsibility for a specific activity.

**Title 22 Metals:** California Code of Regulation (CCR) Title 22 (also known as the California Administrative Manual {CAM-17}) metals include: antimony, arsenic, barium, beryllium, cadmium, chromium, cobalt, copper, lead, mercury, molybdenum, nickel, selenium, silver, thallium, vanadium, and zinc.

**Work Authorization:** See *Work Order*.

**Workday:** For the purposes of this Operation, a workday includes reasonable time required to support daily on-site Structural Debris removal operations, including, but not limited to, health and safety briefings, beginning and end of shift briefings, and all-hands safety meetings.

The IMT will determine operational hours for each operational period. Generally, the operational hours will be 7:00 AM to 6:00 PM, unless otherwise designated by the IMT. Workdays are each day from Monday through Saturday except state holidays approved by the IMT and every fifth Saturday, which shall be a Safety Stand-down.

**Work Order:** A contract document CalRecycle uses to direct contractors on when and where services are necessary. Work Orders detail activities to be completed within the Scope of Work, not to exceed cost, and provide a schedule for completion. The Contractor shall not perform or undertake any work that is not indicated or addressed in a Work Order. A Work Order shall be executed according to the procedures of the “Work Authorization” clause of Exhibit D. The terms “Work Order” and “Work Authorization” are interchangeable.

# Attachments

The following list identifies the Attachments for this solicitation:

1. Pre-Qualification Solicitation, PQ052322

2. Attachment 1 – Contractor’s Certification

3. Attachment 2 – Byrd Anti-Lobbying Amendment, 31 U.S.C. Section 1352 (As Amended)

4. Attachment 3 – Required Personnel and Organization

5. Attachment 4 – Business Entity Requirement Questionnaire and Certification

6. Attachment 5 – Customer Reference Form

7. Attachment 6 – Service Regions and Categories Selection Form

8. Reference Only Proposed Form of Agreement, which includes:

a. Exhibit A – Scope of Work

b. Exhibit A.1 – Special Provisions

c. Exhibit B – Payment and Budget Provisions

d. Exhibit C – General Terms and Conditions, (GTC 04/2017)

e. Exhibit D – Special Terms and Conditions, including Exhibit D, Attachment 1

f. Exhibit G – Contract Clauses for FEMA Public Assistance Program Contracts

**Required** **Pre-Qualification Application Package** **Checklist**

Use the Required Pre-Qualification Application Package Checklist to prepare and submit your Pre-Qualification List Application Package.

Applicant MUST submit on provided forms and/or forms included by reference.

Application Package must be submitted in the sequential order listed below:

|  |  |
| --- | --- |
|  | Cover Letter with contact information and statements as required in the Pre-Qualification Solicitation document. |
|  | Attachment 1 – Contractor’s Certification (including any additional pages as required) |
|  | Attachment 2 – Byrd Anti-Lobbying Amendment, 31 U.S.C. Section 1352 (As Amended) |
|  | Attachment 3 – Required Personnel and Organization |
|  | Attachment 4 – Business Entity Requirement Questionnaire and Certification including **ALL** additional documentation required for: |
|  | (A1-A3); (B2-B4, B9-B11); (C1-C5); (D1-D8 & D10); (F1-F3) |
|  | Attachment 5 – Two Customer Reference Form(s) |
|  | Attachment 6 – Service and Category Selection Form |
|  | **Additional Application Package Requirements (Supplied by Applicant)** |
|  | Insurance Policies (see Attachment 4: Business Entity Requirement Questionnaire and Certification questions B5 & B7) |
|  | Copy of Required License(s) (Secretary of State, DIR, LTO, CSLB Class A) |
|  | Notarized Bondability Statement (Business Entity Requirement Questionnaire and Certification question B8) |
|  | Experience Modification Rate (EMR) documentation |
|  | ~~Submit Cal OSHA Lost Time Injury / Illness incidence documentation~~ |
|  | IIPP and/or Health and Safety Plan (HSP) |

The following are Reference Documents and are not required at time of pre-qualification application submission but must be adhered to by the Contractor during Stage 2 and subsequent agreement:

|  |  |
| --- | --- |
|  | Exhibit A – Scope of Work. Available as a separate document with the same file name. |
|  | Exhibit A.1 – Special Provisions. Available as a separate document with the same file name. |
|  | Exhibit B – Payment and Budget Provisions. Available as a separate document with the same file name. |
|  | Exhibit C – General Terms and Conditions (GTC 04/2017). Viewable at [www.ols.dgs.ca.gov/Standard+Language](http://www.ols.dgs.ca.gov/Standard+Language) |
|  | Exhibit D – Special Terms and Conditions. Available as a separate document with the same file name. |
|  | Exhibit G – Contract Clauses for FEMA Public Assistance Program Contracts. Available as a separate document with the same file name. |
|  | Standard Invoice Template. Available as a separate document with the same file name. |
|  | [Contractor Certification Clauses](https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language) (CCC 04/2017). Viewable at [www.ols.dgs.ca.gov/Standard+Language](http://www.ols.dgs.ca.gov/Standard+Language) |
|  | **The following Reference Documents are Viewable at** [**https://www.calrecycle.ca.gov/disaster/wildfires/contractors/**](https://www.calrecycle.ca.gov/disaster/wildfires/contractors/) |
|  | Assessment Of Burn Debris – 2015 Wildfires Lake and Calaveras Counties, California (December 7, 2015) |
|  | Final Assessment of Ash Sampling – Camp Fire Incident Contract No. DRR18087 (September 19, 2019) |
|  | Debris Operational Guidance: Damaged Concrete at Wildland Urban Interface Fires (February 10, 2019) |
|  | California Wildfire Asbestos Survey |
|  | 2020 Statewide Fires – Environmental Protection Plan (March 10, 2021) |
|  | 2021 Northern California Fires - Environmental Protection Plan (EPP). |
|  | 2014 California Manual on Uniform Traffic Control Devices (CA MUTCD), California Department of Transportation (DOT) Revision 6 (Rev 6). Viewable at <https://dot.ca.gov/programs/safety-programs/camutcd> |

Application Packages not submitted as instructed above will be considered non-responsive.

***Please note that if any of the items are missing from the Application Package, the package will be considered incomplete and will be disqualified from the process.***

END OF CHECKLIST