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**NOTICE INVITING BIDS**

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**Date:** March 30, 2018

**To:** Potential Bidders

**Project:** 2018 Emerald Bay Perimeter Fuel Modification Project

**Client:** Emerald Bay Service District

Notice is hereby given that sealed bids for the 2018 Emerald Bay Perimeter Fuel Modification Project will be received at the office of the Emerald Bay Service District (the District), 600 Emerald Bay, Laguna Beach, California, until **2:00 pm April 17** at which time they will be publicly opened and read aloud.

**Description of the Work:** In general, the work includes reduction of vegetative fuel volume by cutting down of annual weeds, removal of perennials, and removal or pruning of shrubs outside the Emerald Bay boundary.

**Award of Contract:** The District reserves the right after opening bids to reject any or all bids, to waive any informality (non-responsiveness) in a bid, or to make award to the lowest responsive, responsible bidder and reject all other bids, as it may best serve the interest of the District. As a condition of award, the successful bidder will be required to submit payment and performance bonds and insurance.

**Contractor's License Classification:** C, minimum

**Wage Rate Requirements:** In accordance with the provisions of Sections 1773.2 of the California Labor Code, copies of the general prevailing rate of per diem wages as determined by the State Director of Industrial Relations are available on the Internet at the World Wide Web site of the State Department of Industrial Relations at [www.dir.ca.gov](http://www.dir.ca.gov) under Statistics and Research. It shall be mandatory upon the contractor to whom the contract is awarded and upon any subcontractor under him to pay not less than said specified rates to all workers employed by them in the execution of the contract. All parties to the contract shall be governed by all provisions of the California Labor Code relating to prevailing wage rates; Section 1770-1781 inclusive.

**Retainage from Payments:** The Contractor may elect to receive 100 percent of payments due under the Contract Documents from time to time, without retention of any portion of the payments by the District, by depositing securities of equivalent value with the District in accordance with the provisions of Section 22300 of the Public Contract Code.

**Obtaining or inspecting contract documents:** Contract documents may be inspected without charge at the Emerald Bay Service District office. Contract documents may be purchased in hard copy format or as pdfs on a CD for ten dollars (\$10). No refund will be made of any charges for sets of contract documents. An additional ten dollars (\$10) will be charged for sets of documents sent by mail.

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BY ORDER OF THE EMERALD BAY SERVICE DISTRICT

By:

*Michael P. Aunbas*

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Date:

*MARCH 28, 2018*

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***INSTRUCTIONS TO BIDDERS***

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**Bid Security:** The District elects not to require a bid security payment.

**Pre-Bid Conference:** A meeting will be held on **Tuesday April 10, 2018 at 11:00 a.m.** at the Emerald Bay conference room at 600 Emerald Bay, Laguna Beach, California. District representatives will be available to answer questions.

**Pre-Bid Site Visit:** Bidders should walk the perimeter to understand the work. Call the Service District Office (949) 494-8572 to make arrangements for entry.

**Address and Marking of Bids:** The envelope enclosing the Bid shall be sealed and addressed to the Emerald Bay Service District and shall be delivered or mailed to the Service District Manager, Mike Dunbar. The envelope shall be plainly marked in the upper left hand corner with the name and address of the Bidder, and shall bear the words "Bid for the 2018 Emerald Bay Perimeter Fuel Modification Project" followed by the date and hour of opening bids. The Service District will allow bids to be emailed. Emailed bids must be received by 2:00 pm, April 17, 2018, addressed to [mdunbar@EBservicedistrict.com](mailto:mdunbar@EBservicedistrict.com) and titled "2018 Emerald Bay Perimeter Fuel Modification Project."

**Content of Bids:** All bid submittal documents must be completed, executed and returned in the sealed bid. These documents shall be affixed with the signatures and titles of the persons signing on behalf of the bidder. For corporations, the signatures of the President or Vice president and Secretary or Assistant Secretary are required, and the corporate seal shall be affixed to all documents requiring signatures. In the case of a partnership, the signature of at least one general partner is required.

**Project Representative:** All communications relative to this project shall be directed to Mr. Mike Dunbar, of the Service District (telephone 494-8572, fax 497-0982) prior to opening bids. All questions relating to interpretation of the contract documents or products must be submitted in writing, and responses will be in the form of addenda to the notice inviting bids.

**Disadvantaged Business Enterprises Consideration:** The District hereby affirmatively ensures that disadvantaged business enterprises will be afforded opportunity to submit bids in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, sex or religion in any consideration leading to the award of contract.

**Joint Ventures:** In the case of joint ventures, each person comprising the joint venture shall have a Contractor's license at the time of award (Business and Professions Code Section 7028.15 ©). However, the joint venture itself must have a "joint venture license" not later than the time of the award of bid.

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***BID FORM and PROPOSAL TO THE SERVICE DISTRICT***

In the spaces provided, please indicate price to provide the work described below (Description of the Work), complete and in place.

TO THE EMERALD BAY SERVICE DISTRICT:

Pursuant to and in compliance with your notice inviting sealed proposals (bids) and the other documents relating thereto, the undersigned bidder, having familiarized itself with the terms of the contract documents, local conditions affecting the performance of the contract, and the cost of the work at the place where the work is to be done, hereby proposes and agrees to perform within the time stipulated in EBSD contract #2018-001, including all of its component parts and everything required to be performed, and to provide and furnish any and all of the labor, material, tools, expendable equipment, and all utility and transportation services necessary to perform the contract and complete, in a workmanlike manner, all of the work required in connection with the construction of said work all in strict conformity with the plans and specifications and other documents, including all Addenda, on file in the office of the District.

Final determination of contract award will be made by the District after bids are received.

The undersigned, as bidder, declares that the only persons or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, firm, or corporation, and bidder proposes and agrees, if the proposal is accepted, that bidder will execute a contract with the District in the form set forth in the contract documents, and that bidder will accept in full payment thereof the following prices, to wit:

<i>ITEM</i>	<i>DESCRIPTION</i>	<i>UNIT</i>	<i>QUAN.</i>	<i>UNIT COST</i>	<i>TOTAL</i>
1	Weeding	acre	12.0	\$	\$
2	Spot Spraying	LS			\$
3	Thinning of native vegetation	LS			\$
4	Dead material	LS			\$
5	Debris chute	LS			\$
<b>Total Project Base Bid (Figures)</b>					<b>\$</b>

The estimated quantities of work indicated in this proposal are approximate only, being given solely as a basis for comparison of bids.

The undersigned is aware of the provisions of Section 3700 of the Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and agrees to

comply with such provisions before commencing the performance of the work of the contract.

Print Name of Company: \_\_\_\_\_

Print Name of Signer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Type of Organization (Individual, Corporation, or Co-Partnership): \_\_\_\_\_

Please return all pages of this document with your bid

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***DESCRIPTION OF THE WORK***

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NOTE: White stakes (8' ht) have been placed at 200'-250' intervals along the perimeter, marking an imaginary line 150' from the boundary. This will be useful to the contractor in conforming with the required activities described below.

***Item 1: Weeding.*** The following applies to the area 0-150' out from the Emerald Bay property line (see attached graphic). For work on State property, under no circumstances shall the Contractor perform any work or other activities outside the area defined by the existing State of California Temporary Use Permit (on file), unless authorized in advance in writing by the State.

- a. Mow, weed-whip, or otherwise cut down exotic grasses and weeds such as mustard, foxtail, ripgut brome, etc.. Do not use discing, blading, or chain to cut weeds down.
- b. Do not cut or remove native perennials or shrubs such as Encelia, Opuntia, Salvia, Rhus, Malosma, Eriogonum, etc. unless specifically instructed herein.
- c. Leave cut weeds in place, cutting long stalks to smaller pieces so as to lay flat on ground in thin layer.
- d. Do not weed whip or enter any areas encircled by caution tape; sensitive species may occur in those areas and State law prohibits disturbance
- e. Include/cut down light, dead, standing stalks and twigs from Encelia or other perennials that are substantially brown and dry.

***Item 2: Spot Spraying.***

- a. Apply herbicide (Roundup) individually to living foliage of thistle, castor bean, and tree tobacco within 150' of Emerald Bay property line. One week after spraying tree tobacco, cut down stems to ground.

- b. Do not allow herbicide to drift onto or otherwise contact native plants or ornamental plants on private property.
- c. Apply per manufacturer's specifications.

***Item 3: Thinning of Native Vegetation***

- a. Remove 25 existing plants tagged with a RED ribbon. Remove all plants down to the ground and substantially remove plant crown below grade (madox or ax OK) to discourage regrowth. This quantity includes some ornamentals (and including two small Eucalyptus above the 1600 block) but primarily consists of Lemonade Berry. Average size may be 6' high and 8' wide. If larger plants are tagged, usually one or more ribbons is attached.

For all plants to be removed, remove entire plant from site and dispose legally.

This item pertains to tagged plants located from 0' to 200' from the Emerald Bay boundary.

- b. Trim up 10 plants tagged with a BLUE ribbon. These plants are primarily Lemonade Berry but also include ornamentals. Reduce fuel volume of each plant by about 50% by limbing up (foliage 3' clear of ground minimum, 6' for taller shrubs) and selectively removing branches. Pruning is to be carefully implemented, using sharp shears or saws. Machetes are not acceptable pruning tools. Provide careful, sensitive pruning for shape; pruning is not to result in brutal or mis-shapen form. Remove dead or dry branches.

This item pertains to tagged plants located from 0' to 200' from the Emerald Bay boundary.

- c. In addition, entirely remove native plants as follows:

Artemisia, Sage, and Buckwheat:

Remove all plants (larger than 12" high) within **150' of boundary**. Remove by pulling up or by taking madox and cutting off just below soil surface.

**Within the area 150'-200' from the boundary, remove Artemesia and Buckwheat so that plants (larger than 12" high) are spaced no closer than 20' apart.** Remove by pulling up or by taking madox and cutting off just below soil surface.

Artemisia, Sage and Buckwheat plants in these areas are NOT tagged. **IMPORTANT: IT WILL BE NECESSARY FOR WORKERS TO BE ABLE TO IDENTIFY ARTEMISIA, BUCKWHEAT, AND SAGE IN THE FIELD** so that proper removals can be achieved. Dispose of plants offsite.

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- d. In addition, entirely remove California Encelia plants so that within 50' of Emerald Bay boundary Encelia plants over 12" high occur only at 15' or more on center.

**Item 4: Remove Dead Material within 150' of property line.** Piles and miscellaneous branches of dead vegetation exist along the perimeter; some have been dumped by unknown forces, Some are leftover from previous fuel management clearing. Some dead material is from expired native vegetation still standing. Remove all from site.

**Item 5: Construct debris chute.** To avoid impact to private homeowner property, construct a debris chute at the end of the cul de sac just below the property at #1100. The chute should extend from approximately the end of the white fence above, down to the cul de sac near the light post. The vertical height difference is approximately 20 feet, the horizontal distance is approximately 20'. The chute should not extend into the street more than 3' and should not be installed for more than 4 days and should be removed by the weekend. For bid purposes, it is envisioned that the chute would be made from plywood and 2 x 4s and might be 6' wide with 2' high sides. It should be stable enough not to be a hazard and during non-work hours should be altered or blocked off so as not to be usable. The contractor must submit a loose drawing of the structure prior to construction for EBSD approval. The contractor may submit an alternative design top. At the conclusion of use, the contractor will immediately remove the chute and dispose off site or keep for future use, at his discretion. The chute is NOT intended to be usable by workers or others; access by persons can be through private property as arranged by EBSD.

**General.** PROTECT EXISTING OPUNTIA (BEAVER TAIL CACTUS) IN PLACE. Emerald Bay has planted many **new Opuntia in this area and requires that these and other older Optunia be protected** from weed-whipping, trampling, or other damage. There are staked and unstaked plants to be protected.

**General:** Prior to beginning any work on site, provide an insurance certificate to EBSD indicating State of California as additional insured. This is in addition to any standard requirements described in the EBSD contract. Contact the County and verify that a permit is in place on County property.

**General:** Do not encroach into areas outside the limit of work (300' from Emerald Bay property line) without prior written approval by the State of California Parks and Recreation Department and/or the County. Contractor is responsible for damage to areas to be protected and will mitigate such damage as determined by the State at no extra cost to the District.

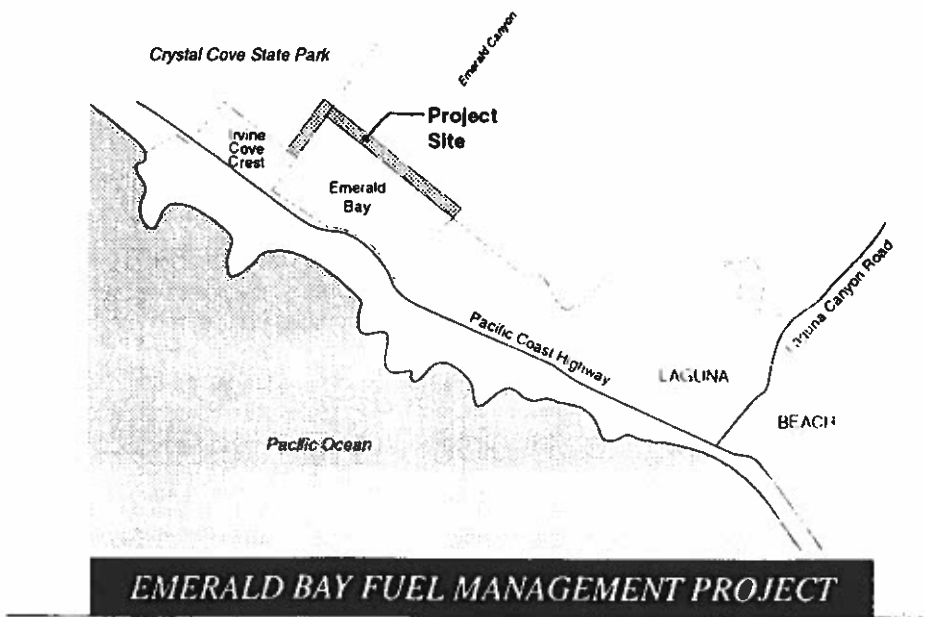
**General:** Schedule work to be done between the hours of 8:00 am and 4:00 pm, Monday through Friday.

**General:** Provide and have readily available to work forces, tools or equipment (shovel, liquids) necessary to immediately deal with potential spark fires from contractor's tools.



**General:** This is a wildlands area and there may be wild animals, including poisonous snakes, and there may be vegetation such as poison oak or Opuntia that can cause injury. There is steep, uneven, and rocky terrain as well. It is the responsibility of the contractor to understand these conditions inherent to this area and inform or advise workers accordingly of the methods to avoid or address injury.

**General:** At least one week prior to beginning work on the Crystal Cove State Park side (on State property) contact contact Lana Nguyen (Parks Biologist, 949/201-0884) and advise her that the contractor will be conducting work adjacent to Emerald Bay under an existing use permit.





Atriplex to be removed  
per Item 3c.



Buckwheat to be  
removed per Item 3c.



Opuntia to be preserved