



**Hidden Valley Lake Community Services District  
SPECIAL MEETING**

**Agenda  
Tuesday February 2, 2021  
1:00 PM**

DUE TO THE EVOLVING SITUATION WITH THE COVID-19 NOVEL CORONAVIRUS AND THE STATE OF CALIFORNIA STAY AT HOME ORDER, EXECUTIVE ORDER N-33-20, AND IN ACCORDANCE WITH EXECUTIVE ORDER N-29-20, THIS MEETING SHALL ONLY BE AVAILABLE TO THE PUBLIC VIA TELECONFERENCE

To join this meeting go to the [www.hvlcsd.org](http://www.hvlcsd.org) select the February 2, 2021 Special Meeting select Join Microsoft Teams Meeting Select Join on the web instead.

Please submit your comments to Penny Cuadras at [pcuadras@hvlcsd.org](mailto:pcuadras@hvlcsd.org) or mail comments to the attention of: Administrative Services Manager, Hidden Valley Lake Community Services District, 19400 Hartmann Road, Hidden Valley Lake, Ca 95467. Comments will be addressed by the Board President as related to the agenda item or during Public Comment.

**DATE:** Tuesday, February 2, 2021  
**TIME:** 1:00 PM  
**PLACE:** Hidden Valley Lake CSD  
Administration Office, Boardroom  
19400 Hartmann Road  
Hidden Valley Lake, CA

- 1) **CALL TO ORDER**
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **ROLL CALL**
- 4) **APPROVAL OF AGENDA**
- 5) **DISCUSSION AND POSSIBLE ACTION:** Award Debris Removal Contract to the lowest apparent bidder
- 6) **DISCUSSION AND POSSIBLE ACTION:** Authorize GM to accept the GHD proposal to develop the HMGP Subapplication for the Water Mains Project
- 7) **PUBLIC COMMENT**
- 8) **BOARD MEMBER COMMENT**
- 9) **ADJOURN**

Public records are available upon request. Board Packets are posted on our website at [www.hvlcsd.org/meetings](http://www.hvlcsd.org/meetings). In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting please contact the District Office at 987-9201 at least 48 hours prior to the scheduled meeting.

Public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.

**ACTION OF  
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**DATE:** February 2, 2021

**AGENDA ITEM:** Discussion and Possible Action: Award Debris Removal Contract to the lowest apparent bidder.

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**RECOMMENDATIONS:** Award Debris Removal Contract to the lowest apparent bidder.

**FINANCIAL IMPACT: \$150,000**

**Fund 314/320**

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**BACKGROUND:**

August 2020

HVLCSD Contracted with Smith Construction and Odin Construction to build a firebreak on the Northeastern perimeter of the HVL community. This activity was recommended by CalFire.

September 2020 – January 2021

FEMA Disaster Declaration for Lake County, allowed for Public Assistance (reimbursement) for Debris Removal activity (Category A). A Program Delivery Manager Eric Cortes was assigned to HVLCSD and assisted staff in developing Public Assistance requests. These requests included

1. Debris Removal – The moving of vegetative debris
2. Debris Removal reduction – The reduction in mass of vegetative debris by chipping.

Discussions with local contractors shed light on the potential costs for Debris Removal reduction and resulted in the need for a formal procurement process.

1/19/21

The Request for Proposal (RFP) process was authorized by the Board of Directors and an RFP was publicly noticed on 1/20.

1/29/21

Three proposals were submitted and verified and reviewed by staff (See attached).

Staff recommends the Award of Contract be ascribed to Mountain F. Enterprises, the lowest apparent bidder.

Modification to recommendation and/or other actions:

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I, Dennis White, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on February 2, 2021 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

\_\_\_\_\_  
Secretary to the Board



# Hidden Valley Lake Community Services District

19400 Hartmann Road  
Hidden Valley Lake, CA 95467  
707.987.9201  
707.987.3237 fax  
www.hvicsd.org

## RFP Log Sheet

Contractor	Fee Proposal	DIR verified	License verified
Pacific Tree Care	\$217,156	Y	Y
Mountain F. Enterprises	\$150,000	Y	Y
Smith Construction	\$165,508	Y	Y

I certify that RFPs for this project were received by 10am on Friday, January 29, 2021, and the apparent low bid was submitted by Mountain F. Enterprises in the amount of \$\$150,000.00. The award of bid will be made to the lowest qualified responding proposal.

1/29/21

Attest: \_\_\_\_\_  
Alyssa Gordon, Project Manager

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# MOUNTAIN F. ENTERPRISES INC.

1/28/21

Hidden Valley Lake Community Services District

Attention: Alyssa Gordon

RE: Debris Removal Grinding fire break in Hidden Valley Lake



**MOUNTAIN F ENTERPRISES AND HIDDEN VALLEY LAKE COMMUNITY SERVICE DISTRICT-WINNING TEAM!**



Prepared By  
Jim Finney  
jimf@mtfent.com  
1180 Iron Point Road #350  
Folsom CA 95630

CELL (707)775-7577  
PHONE (530) 626-4127  
FAX 2 (530) 626-4120  
WEBSITE <http://www.mtfent.com>

## **COMPANY EXPERIENCE:**

MFE's primary business has been serving utility companies', municipalities, contractors, government agencies and fire safe councils since 2000, with highly skilled professionals, top of the line equipment, and a work ethic unprecedented in the tree and vegetation maintenance industry. MFE provides the following tree and vegetation management services:

- Timber Harvest/Logging
- Biomass Removal
- Pre-commercial Thinning
- ROW Clearing & Maintenance
- Hazard Tree Removal
- Line Clearance Tree Trimming
- Weed Abatement
- Emergency Storm Damage Cleanup
- Land Clearing
- Hazardous Fuels Reduction
- Reclamation Services
- Residential Chipping Services

We are able to use various methods to control or remove trees and vegetation in a safe and environmentally conscious manner. Such methods include:

- Conventional Logging
- Mechanical Logging
- Mastication
- Manual Clearing & Chipping
- Manual Clearing, Pile & Burn
- Manual Chemical Vegetation Control

We pride ourselves on delivering the highest quality service by bringing all 3 phases of tree and vegetation maintenance contracting together: Safety, Service, & Productivity.

- Have a proven track record of completing our projects on time and budget, while delivering the highest level of customer service.
- Our specialized equipment allows all jobs to be completed with a goal to minimize environmental impacts and maximize safe work procedures.
- Our highly trained work force with over 1200 employees including 100 certified tree safety professionals, 30+ certified arborist and 3 Foresters Mountain has the man power to get projects done safely.

**References/Experience for your records with brief description of project**

<b>TITLE OF PROJECT OR CONTRACT NO.</b>	<b>NAME OF CONTACT, ADDRESS &amp; PHONE</b>	<b>PROJECT DESCRIPTION</b>
HWY 128 Tree Removal Kincade Fire 11/2019	Matt @ Team Ghilotti 415-559-3971	Removal of hazard trees along a traveled highway 128. Whole tree chipping / Traffic control. \$900,000.00
HWY 1 Tree Removal Myers Grade Fire 11/2020	Darren Hess Department of Transportation Dist. 4 3401 Regatta Blvd-Oakland, CA 510-376-8263	Removal of hazard trees along a traveled highway 1. Whole tree chipping and traffic control. \$75000.00
HWY 12/128 Glass Fire 11/2020	Matt @ Team Ghilotti 415-559-3971	Removal of hazard trees along hwy 12/128 whole tree chipping and grinding. \$450,000.00
College of Marin 7/2020	Jesse @ college of Marin 415-717-1009	Remove trees and thin and raise crowns of trees for defensible space. \$200,000.00
You Tube 10/2020	McCarthy Construction	Remove trees for new buildings- \$550,000.00
Western Power Trees	Steve Tuggle Western Area Power 916-353-4549	Remove hazard trees along ROW within sensitive areas. Whole tree chipping, skidding, mastication \$212,000.00

## COMPANY PERSONNEL

The following Mountain F. Enterprises Inc. key personnel will be available for the implementation and administration of this contract:

**Marcos Gomez** (Operations Manager/CEO/Certified Arborist) Became Operations Manager of the company in 1999 and the CEO in 2008. His main responsibilities include the day-to-day management of the work teams and equipment, and all Health and Safety issues.

Marcos contributes over 16 years of experience in the logging and tree service industry, working from the bottom up acquiring a vast knowledge of work experience. He grew Mountain Firewood into what is now Mountain F. Enterprises, Inc. after leaving college in 1995, and has been the driving force ever since, developing it into a successful local business. He recognized that there was a need for a more professional approach to tree work, placing emphasis on employee training and customer care. The company quickly gained a reputation for reliability and high-quality while being flexible, factors which Marcos considers as important today as he did when he started out over 16 years ago. Under Marcos's leadership, Mountain F. Enterprises, Inc. continues to be one of the most reputable and professional utility tree service companies in California.

**Jim Finney** (Project Manager/Estimator/Certified Arborist WC 9863A/CTSP): 23 years' experience in the tree care industry.

Jim brings to the company over 20 years of tree care experience, working throughout California in the private industry and power line ROW work. Jim graduated from CSU Chico in 1994 with a BS in construction management. His main expertise is in project management and development, job estimating and quality control.

As the project manager for Mountain F. Enterprises, Inc., he oversees special projects such as preparing and implementing project plans. He is responsible for the scheduling of work, coordinating and assigning manpower, equipment, tools, and material(s) required for efficient and timely completion of a project. He also performs periodic field review of work in progress to ensure compliance with minimum clearance requirements, work standards, planned work procedures, and efficient utilization of manpower, equipment, tools, and materials.

**Eric Larue-Hidden Valley Resident**- (Onsite Foreman/Operator/CTSP) has over 25 years of logging and tree removal supervision. As the Foreman, he will be responsible for the safe, efficient, and economic utilization of manpower, equipment, tools, and material(s) required for the successful completion of this project.

Eric will work with the Project Coordinator to resolve work problems and recommend measures to improve work methods. Instructs workers in safety, recognizes unsafe work conditions and modifies work procedures.

Eric will also be serving as MFE's contact with the general public and is empowered to suspend any operations which he deems to be in noncompliance with the contract, and/or order corrective measures to assure compliance. He will also maintain direct contact with the client's representatives.

## **MFE'S SAFETY AND HEALTH PROGRAM**

Tree work is hazardous and safety is our No.1 priority at Mountain F. Enterprises, Inc. and we believe there is no tree out here worth getting hurt over.

At every step in the tree work process, from trimming to the felling of the tree to transporting it to the mill or yard, workers are subject to a variety of hazards from the environment, type of work, equipment, and physical and emotional strains. MFE ensures through its Injury and Illness Prevention Program (IIPP) that its workers are fully trained and that hazards and risks are controlled,

reduced, and/or eliminated. These controllable hazards and risks receive the utmost priority. Not every accident or injury can be prevented, but with proper safety and loss control management MFE ensures they will minimize these risks and injuries.



### **Management Leadership and Employee Involvement**

MFE management believes in committing the necessary resources of staff, money, and time to ensure that all persons on the worksite are protected from injury and illness hazards. In addition, management visibly leads in the design, implementation, and continuous improvement of the site's safety and health activities. Specifically, Marcos Gomez establishes and reviews annually the safety and health policy and ensures that all employees know, understand, and support that policy. All management levels, with input from hourly employees, develop an annual safety and health goal with objectives and action plans to reach that goal. At the end of each year all management levels, with input from hourly employees, evaluate progress in accomplishing the action plans, achieving all objectives, and meeting the annual goal.

Management ensures that all employees, including themselves, have clearly written safety and health responsibilities included within their job description, with appropriate authority to carry out those responsibilities. Also, management ensures that all employees, including all levels of management, receive performance evaluations that include a written evaluation of the accomplishment of assigned safety and health responsibilities.

Management ensures that all visitors to the site, including contract and temporary labor, have knowledge of site hazards applicable to them and how to protect themselves against those hazards. Management also ensures that these visitors do not introduce to the site hazards that can be prevented or that are not properly controlled.

Management ensures that at least several avenues exist for employee involvement in safety and health decision making and problem solving. These avenues may include acting as safety observers, assisting in training other employees, analyzing hazards inherent in site jobs and how to protect against those hazards (writing JHAs), and planning activities to heighten safety and health awareness. Management encourages employees' involvement and devises appropriate recognition for outstanding employee participation.



## **Worksite Analysis**

MFE hires outside consultants as necessary to conduct baseline surveys that identify all safety and health hazards at the site at the time of the survey. All hazards found during these surveys are eliminated whenever possible or controlled. All employees who may encounter the controlled hazards are trained in appropriate job procedures to follow to protect themselves from these hazards.

MFE establishes change procedures to follow whenever the site experiences changes in equipment, material, or processes. To ensure employee protection, these change procedures include consideration of safety and health in the selection of the change, equipment and process shut down procedures, start up procedures, and phase hazard analysis. Appropriate employees are trained to follow these procedures.

MFE management and employees work together to analyze safety and health hazards inherent in each jobsite and to find means to eliminate those hazards whenever possible, and otherwise to protect persons against those hazards.

All employees at the jobsite are trained to recognize hazards and to report any hazard they find to the appropriate person so that the hazard can be corrected as soon as possible. In addition to taking immediate action to report a hazard orally and to provide interim protection, if necessary, including stopping the work causing the hazard, employees may submit a safety work order to the maintenance department, or they may submit a safety suggestion form.

As part of the annual safety and health program evaluation, MFE management review all near misses, first aid incidents, and entries on the OSHA 200 Log, as well as employee reports of hazards, to determine if any pattern exists that can be addressed. The results of this analysis are considered in setting the goal, objectives, and action plans for the next year.

## **Hazard Prevention and Control**

MFE management ensures that this priority is followed to protect persons at the jobsite: (1) Hazards will be eliminated when economically feasible, such as utilizing a bucket truck instead of climbing; (2) Barriers will protect persons from the hazard, such as traffic cones and personal protective equipment (PPE); (3) Exposure to hazards will be controlled through administrative procedures, such as more frequent breaks and job rotation.

MFE management ensures that the worksite and all machinery are cared for properly so that the environment remains safe and healthy.

All employees, including all levels of management, are held accountable for obeying site safety and health rules. The following four step disciplinary policy will be applied to everyone by the appropriate level of supervisor:

- oral warning;
- written reprimand;
- three days away from work;
- Dismissal.

Visitors, including subcontractors who violate safety and health rules and procedures, will be escorted from the jobsite.

## **Training**

MFE management believes that employee involvement in the site's safety and health program can only be successful when everyone on the jobsite receives sufficient training to understand what their safety and health responsibilities and opportunities are and how to fulfill them. Therefore, training is a high priority to ensure a safe and healthy workplace. Finding time and knowledgeable personnel to do effective training is vital. Each year management pays special attention to the evaluation of the year's training efforts to look for methods of improvement.

MFE management has a strong effective health and safety policy that is enhanced by its training programs. All employees will participate in training programs to ensure that they maintain the safety standards of MFE. All employees will be continuously trained in the following:

- Proper use and care of personal protective equipment
- Personal safety equipment each employee must have at the workplace
- Safe work practices
- Reporting accidents and seeking medical aid
- Voluntary, yearly updates in First Aid and CPR
- Specific training on areas of expertise
- Lockout/Blockout procedures

MFE conducts an annual 8 hours of training for its employees to assure adherence to Occupational Safety & Health Administration (OSHA) regulations, the latest arboricultural techniques, and safety procedures. Management is responsible for ensuring that all training offered at the site is conducted by qualified persons.

MFE management is strongly committed to this training policy. It is each supervisor's responsibility to provide the necessary training. Any supervisor that allows an employee to perform work not in accordance with this policy will be subject to disciplinary action up to and including dismissal. MFE will provide all necessary training materials, forms and standards to each supervisor. By adhering to this policy, MFE will be able to provide a safer work environment for all employees

## **List of equipment to complete this project:**

- 4 -Peterson Pacific 4710 track horizontal Grinders- 1100HP
- 2-Morbark 4600 track horizontal grinders- 1100HP
- 1- Peterson 2710 track horizontal grinder- 750HP
- 25- Cat/Link Belt excavators with grapples to feed grinders
- 45- CAT skid steer loaders to help gather material to grind along ROW

**Photos of equipment**

Link Belt Excavator with thumb



2018 Peterson 4710 track mounted grinder



## **MFE's AFFIRMATION ACTION POLICY**

It is the policy of MFE to afford equal opportunity for employment to all individuals regardless of race, color, religion, sex, national origin, veteran status, age, disability or handicap.

MFE is committed to this policy by our status as a Federal and State government contractor. We are far more strongly bound to this policy by the fact that adherence to the principles involved is the only acceptable American way of life. Therefore, MFE will take affirmative action to ensure that we will: (1) Recruit, hire and promote all job classifications without regard to race, color, religion, sex, national origin or ancestry, veteran status, age, disability or handicap; (2) Base decisions on employment so as to further the principle of equal employment opportunity; (3) Ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities; (4) Inform all applicants and employees of the procedure to make claims of any grievances concerning discrimination and that no negative actions affecting their application or employment status will result from any such grievance.

The successful achievement of a non-discriminatory employment program requires maximum cooperation between management and employees. In fulfilling its part in this cooperative effort, management is obligated to lead the way by establishing and implementing affirmative procedures and practices which will ensure our objective, namely equitable employment opportunity for all.

Small, Minority and Women's businesses will have the maximum opportunity to participate in the performance of this contract. MFE agrees to ensure that the said businesses have the maximum opportunity to compete for and perform portions of this contract. MFE will not discriminate on the basis of race, color, national origin, or sex in the selection and retention of subcontractors, including procurement of materials and leases of equipment.

MFE's goal is to pursue and achieve effective participation of Small, Minority, Women-Owned, and/or DVBE accredited businesses. MFE has on-going relationships with a number of businesses that meet these criteria. In addition, we utilize the resources of the Procurement Automated Sources System (PASS) of the Small Business Administration (SBA) and the California Disadvantaged Business Enterprise (DBE) Database.

## **CLOSING**

Thank you in advance for providing Mountain F. Enterprises, Inc. the opportunity to provide our statement of qualifications. We have been in business since 1986 and have established a reputation for quality work and exceptional customer service. We look forward to showing you that it is well deserved; and we look forward to hearing from you.

Sincerely,

Jim Finney  
Project Manager/Estimator

Pricing and information requested:

CSLB# 842929 C61/D49/C31/A- LTO A #8352

DIR# 1000005328

All bonding will be provided within 5 days of contracts

MFE is a union shop and certified payroll is something we do on most every project, so we understand the correct wage requirements for this work.

MFE will utilize a rubber track skid steer, excavator and track horizontal grinder to process all the pushed-up/windrowed tree material along the ROW created for firebreak. All material mulched will be spread at each grinding location along ROW. MFE will have no sub-contractors for the work. F 250 pick ups with all tools will be on site with the crews. The price is based on doing work in the winter months (non-fire season) with no dust suppression equipment or fire wagons on site- if needed would be extra cost. Includes: grinding of debris that was pushed out of the ground and windrowed along ROW of fire break. Access into these areas to be provided at no cost to MFE. Payment in full within 45 days of completion. Excludes any stumps that were not pushed out of the ground by fire break dozer, pruning of trees, scattered limbs across ROW.

Pricing: \$150,000.00

# Pacific Tree Care

A division of the J. Allan Schneider Corp. CCL# 672522

PO Box 34

Calistoga, CA 94515

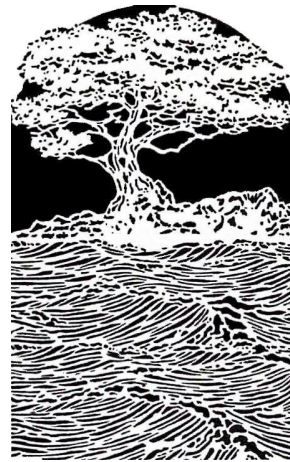
(707) 942-0261

(707) 942-1245 fax

info@pacifictreecare.com

# PROPOSAL

DATE	PROPOSAL NO.	REP
12/9/2020	201165	JK



Joseph A. Schneider  
Certified Arborist  
WE-0156A

Jacob I. Schneider  
Certified Arborist  
WE-5478A

Anthony Bartell  
Certified Arborist  
WE-10412A

Wade Estes  
Certified Arborist  
WE-9738A

PREPARED FOR:
Hidden Valley Lake Community Service Dist Dennis White 19400 Hartmann Road Hidden Valley Lake, CA 95467
JOB LOCATION, CONTACT & PHONE NUMBER
Dennis 533-3498
dwhite@hvlcsd.org

DESCRIPTION	TOTAL:
Provide crew and equipment to process material piled up during the creation of the fire break in two areas.	
--AREA 1 upper Eagle Rock Road to Pin Oak Court--	
Chip brush and wood excluding stumps. Broadcast chips into fire break.	
COST: Landscape Labor - four crew, four weeks	67,200.00
COST: 5% Fuel and Regulatory Compliance Surcharge	3,360.00
COST: Track chipper four weeks	3,600.00
COST: Mini-ex four weeks	4,000.00
Consolidate and grind stumps into mulch. This mulch will be created with a horizontal grinder and cannot be broadcast by machine. Mulch will be spread within fire break in a location accessible to a 14,000 pound tow behind machine.	
COST: Landscape Labor	16,800.00
COST: 5% Fuel and Regulatory Compliance Surcharge	840.00
COST: Skidsteer one week	1,000.00
COST: Horizontal grinder	6,500.00
--AREA 2 Spruce Grove Road, behind Raven Hill Park extending down to behind Stone Gate Road--	
Chip brush and wood excluding stumps. Broadcast chips into fire break.	
COST: Landscape Labor - four crew, four weeks	67,200.00
COST: 5% Fuel and Regulatory Compliance Surcharge	3,360.00
COST: Track chipper four weeks	3,600.00
COST: Mini-ex four weeks	4,000.00

# Pacific Tree Care

A division of the J. Allan Schneider Corp. CCL# 672522

PO Box 34

Calistoga, CA 94515

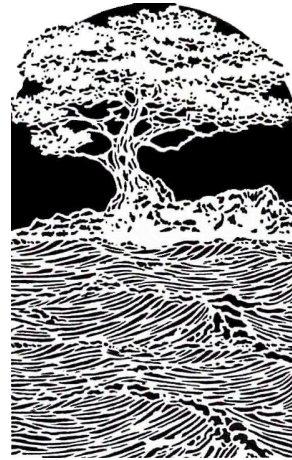
(707) 942-0261

(707) 942-1245 fax

info@pacifictreecare.com

# PROPOSAL

DATE	PROPOSAL NO.	REP
12/9/2020	201165	JK



Joseph A. Schneider  
Certified Arborist  
WE-0156A

Jacob I. Schneider  
Certified Arborist  
WE-5478A

Anthony Bartell  
Certified Arborist  
WE-10412A

Wade Estes  
Certified Arborist  
WE-9738A

PREPARED FOR:
Hidden Valley Lake Community Service Dist Dennis White 19400 Hartmann Road Hidden Valley Lake, CA 95467
JOB LOCATION, CONTACT & PHONE NUMBER
Dennis 533-3498
dwhite@hvlcsd.org

DESCRIPTION	TOTAL:
Consolidate and grind stumps into mulch. This mulch will be created with a horizontal grinder and cannot be broadcast by machine. Mulch will be spread within fire break in a location accessible to a 14,000 pound tow behind machine.	
COST: Landscape Labor	23,520.00
COST: 5% Fuel and Regulatory Compliance Surcharge	1,176.00
COST: Skidsteer seven days	1,400.00
COST: Horizontal grinder	9,100.00
Additional cost: water wagon for fire protection	
COST: Water wagon weekly cost	500.00
--Excludes erosion control. Excludes chipping of incidental sticks less than 2" diameter and 24" long.	
--Work hours are 7:30am - 4:30pm	
--Excludes dust control. Client to provide accessible water for water trailers if needed.	
--Job is a Prevailing Wage Job and will be paid according to determination NC-102-X-21-2020-2	

CONTRACT TERMS: As Client, I authorize Pacific Tree Care to proceed with the work as described above and agree to pay in full the amount quoted upon completion of the Job. Payments are considered PAST DUE thirty (30) days after invoice date, and 1.5% per month will be charged as interest. I understand that should any legal proceedings be necessary to collect any unpaid amounts, I agree to pay reasonable attorneys' fees and costs associated with collecting payment. This Proposal is valid as quoted for six months unless otherwise agreed upon. Any changes must be in writing and signed by both parties to be valid.

Signature & Date  
Return via mail, fax or email

# SMITH CONSTRUCTION & GENERAL ENGINEERING, INC.



LICENSE # 731235 - A & B

January 29, 2021

Hidden Valley Lake Community Service District  
19400 Hartmann Road  
Hidden Valley Lake CA 95467

Re: Request for Proposal for Debris Removal

Attn: [agordon@hvlcsd.org](mailto:agordon@hvlcsd.org)

Dear Hidden Valley Lake Community Service District;

Smith Construction and General Engineering, Inc. (SC&GE) Contractors Class A, License 731235 hereby submits the our proposal for the HVLCS D Debris Removal project located on the northern perimeter of Eagle Rock Road and the southern perimeter of Ravenhill Road on the boundaries of the Hidden Valley Lake Association as per the RFP advertised on January 20, 2021.

As per the requested information

1.) Correspondence contact information

Kevin Smith, CEO 707-237-1293

Email: [Kevin@smith-construction.com](mailto:Kevin@smith-construction.com)

19600 Long Horn Lane

Middletown CA 95461

Headquarters

19600 Long Horn Lane Middletown CA 95461

Required documentation if proposal is accepted

Performance Bond, Certificate of Insurance, and Indemnification  
within 5 business days of award of contract.

2.) Project Team Information

Kevin Smith – Equipment Operator, Project Manager, HVLCS D Contact

John Davis – Equipment Operator

John Jones – Dump Truck Driver

Albert Ruske – Laborer

Raul Rodriguez – Laborer

Bryan Rodriguez – Laborer

**PO Box 1056~ 19600 Long Horn Lane Middletown ~ CA ~95461 ~  
707-237-1293 ~ email ~ Kevin@Smith-Construction.com**





3.) Work Plan/Scope of Work

Work will be performed on an eight hour per day basis, Monday through Friday with the possibility of an occasional Saturday if increment weather occurs during the work week starting upon the completion of the contract award process and work to be completed within the 28 day requested period with the allowance of weather related days to not be included within said period includes mobilization and demobilization of equipment with minimal impact to property owners and their adjacencies. Chipping and broadcasting of wood and brush in the firebreak area. Grinding of stumps, and spreading of mulch in the firebreak area, with labor and equipment necessary for all tasks. With the suggestion that retainage of extra-large logs are allowed so they be placed in various locations to deny access and/or to assist with erosion control measures. SC&GE is aware of the dynamics of this project in relationship to the surrounding community as we are also vested in the surrounding community. SC&GE would work to insure this project was completed in a manner that would respect HVLCS D's desire contribute to the community respectfully.

4.) Sub-contractor & Work by Others

No subcontractors are expected to be used for the grinding and broadcasting of on-site debris. SC&GE does not foresee the need for any HVLCS D staff on site, with the exception of inspection of work performed.

5.) Relevant Experience and References

Kevin Smith, Project Manager performed work for 15 years as Smith Logging within Lake, Sonoma, Napa, Mendocino and Shasta Counties including the three most recent projects;

Smith Trout Farm - Fire Break Mitigation - clearing under brush and latter fuels.

Menzio Family Farm - Fire Break Mitigation - clearing under brush and latter fuels.

Davis Farming - Fire Break Mitigation - clearing under brush and latter fuels.

# SMITH CONSTRUCTION & GENERAL ENGINEERING, INC.



LICENSE # 731235 - A & B

## 6.) Fee Proposal

Smith Construction and General Engineering hereby submits the total cost proposal of \$ 165,508.00. Project proposal pricing is firm for 90 days from date submitted.

Task	Day Count	Cost	Unit
Mobilization	2	\$ 1,140.00	Each Site
Chip & Broadcast	24	\$ 160,948.00	Per Item
De-Mobilization	2	\$ 1,140.00	Each Site

Enclosed within the attachments to our email you will find our DIR- Public Works Contractor certificate and our Articles of Incorporation. Thank you for the opportunity to complete and submit this proposal, if there are any questions please contact me at 707 237-1293.

Thank you,

Kevin Smith  
CEO  
Smith Construction

**ACTION OF  
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**DATE:** February 2, 2021

**AGENDA ITEM:** Discussion and Possible Action: Authorize GM to accept the GHD proposal to develop the HMGP Subapplication for the Water Mains Project

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**RECOMMENDATIONS:** Authorize GM to accept the GHD proposal to develop the HMGP Subapplication for the Water Mains Project

**FINANCIAL IMPACT: \$29,900**

**Fund 130**

**Account 5-00-5122**

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**BACKGROUND:**

11/20/20 – Staff submitted a Notice of Intent for a Water Mains Project.

1/15/21 – Staff was notified that this NOI was accepted, and that HVLCSD was invited to submit a Subapplication.

1/19/21 – After discussion with key personnel, GHD agreed to develop this Subapplication by the deadline, and submitted a proposal for this work (See attached) totaling \$29,900.

3/5/21 – Deadline for Subapplication submittal.

The cost of this engineering work is within the budget line item 5-00-5122 Engineering Services. In the first seven months of this fiscal year, only 9% of this budgeted item has been used. With the addition of the GHD proposal, this budgeted item will increase to 58%.

The water mainlines are at risk of failure due to seismic activity, wildfire and increased pressure caused by increased fire-flow requirements. The proposed project of replacing and upsizing water mains will mitigate this risk. GHD has been provided engineering services to the District for the last 30 years. They engineered the buildout of the Wastewater Treatment Plant and they upgraded the Booster Pumps Station and Water Storage tanks in the Water Distribution system. Most recently, they provide on-going monitoring services to meet our Waste Discharge Requirements.

This Subapplication is the first step in a multi-year effort to improve resilience and reliability of District services to its ratepayers. This project can occur con-currently with other resilience projects and leverage the benefits of each other, or this project can be addressed at a slower pace. In either case, the District has identified the water mains as a priority mitigation action in the recently approved Local Hazard Mitigation Plan, and the invitation to submit this application to the Hazard Mitigation Grant Program (HMGP) is a unique opportunity to achieve this goal. Federal funding can potentially cover 75% of the project costs.

Staff continues to make efforts to put our ratepayers Water Use fees to work in improving infrastructure.

Modification to recommendation and/or other actions:

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I, Dennis White, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on February 2, 2021 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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Secretary to the Board



January 19, 2021

Alyssa Gordon, Project Manager  
Hidden Valley Lake Community Services District  
19400 Hartmann Road  
Hidden Valley Lake, CA 95467

**Re: Scope of Services for a HMGP Application for the HVLCSD Utility and Infrastructure Protection, Water Mains Project**

Dear Alyssa,

GHD is pleased to present the Hidden Valley Lake Community Services District (HVLCSD) with the proposed Scope of Services below to complete an application under California Office of Emergency Services (CalOES) Hazard Mitigation Grant Program (HMGP) sub-application for the HVLCSD Utility and Infrastructure Protection, Water Mains Project (Project). The project was submitted under DR-4558, which resulted from the Fall 2020 fires across California. HVLCSD was invited to submit a full application for the project, which is due by March 5, 2021.

The scope of services below describes the tasks to complete the HMGP Application for the Project. The Infrastructure improvements to the size and pressure rating of the main distribution system pipes will address hazards related to wildfires, earthquakes, and severe storms. A separate cost breakdown is provided at the end of this proposal.

**Task 1 – HMGP Sub-Application**

Under this task, the CalOES HMGP project sub-application will be completed. This task will include the completion of the following sections:

1. **Subapplication:** General information, contacts, planning information, discussion of hazards and project alternatives and incorporation and reference to other application sections.
2. **Scope of Work:** The framework for the scope of work has been developed, and additional work will be required to further describe the need to increase the size and pressure rating of the pipes for operation in conjunction with the new energy and storage systems. The scope of work will frame up the implementation portion of the project, including discussion of physical dimensions of new features and construction methods. A phased approach will be used that will allow for preliminary design and environmental studies to be conducted in support of CEQA and NEPA and to acknowledge the current level of design.



3. **Design:** No design documents have been completed to date, and thus preliminary layouts will be developed that indicate locations of improvements. No new design information will be developed. Existing scanned plans will be used as the basis of the concept layout of the new project. Concept plans for the Advanced Energy Project and Storage Tanks will be provided and included with the application to document the future systems. Concept project layout documents will be produced with supplemental design detail sheets related to specific improvements.
4. **Studies:** Research will be conducted to support that the proposed project will result in hazard reduction and referenced in this section. Research will include information to support the proposed design, cost information, hazard and potentially to support alternatives not chosen.
5. **Maps:** Complete maps showing the distribution system areas proposed for retrofit will be developed. Maps showing the project site, likely staging areas, access routes, natural resources, FEMA flood plains, and other required data will be developed. It is likely that 3 to 4 maps of each type will be needed to show all project areas.
6. **Photos:** Photos of the project areas and key feature that support the hazard issues will be taken and organized and labeled for the application.
7. **Schedule:** A project schedule will be developed, for both phase 1 and 2
8. **HMGP Cost Estimate and Cost Estimate Narrative:** A concept level cost estimate conforming to FEMA HMGP format and supporting cost data and a narrative will be developed. The cost estimate will also be phased, phase 1 will include preliminary engineering and environmental documents, and phase 2 will include final design, bidding, and construction. The construction costs will be based on similar projects focusing on the road development as a majority of the work.
9. **Match Commitment Letter:** GHD will prepare a draft letter for the District to complete.
10. **Benefit Cost Analysis:** The effort is described in Task 2, and results will be transferred to the subapplication.
11. **Maintenance Assurance Letter:** GHD will prepare a draft letter for the District. The District will provide GHD with a staff and materials estimate of maintenance costs.
12. **Environmental Documentation:** The effort is described in Task 3, and results will be transferred to the subapplication.
13. **Authorization:** GHD will provide the FEMA requirements for the District to develop an authorizing resolution for application submission if one does not exist.
14. **Supporting Documents:** (as needed)

GHD will develop the draft application and sections above for HVLCSD review and comment. Word versions of the Match and Commitment Letters will be provided to HVLCSD.

*Task 1 Deliverable:*



- Draft HMGP Application and Attachments in electronic format
- Final HMGP Application and Attachments in electronic format for submission to Cal OES.

## **Task 2 –Benefit Cost Analysis**

The BCA software version 6.0 will be used to conduct a preliminary benefit cost analysis (BCA) to ensure the project meets the threshold eligibility criteria of a benefit cost ratio (BCR) greater than 1. The damage frequency assessment module of the BCA software will likely be used, but the wildfire module will be considered as well.

Data on number of structures, and structure and land values will be needed for the Project area and it is assumed HVLCSO can provide assessor's parcel data or similar. Information on potential critical facilities affected by hazard will be included, supplemented with data from the District for critical infrastructure to estimate the potential maximum fire damages. This will be combined with data from the Local Hazard Mitigation Plan (LHMP) on wildfire severity for the area as well as fire data pulled from FEMA BCA guidance documents or models and/or US Forest Service Wildfire assessment and recurrence data.

For the Preliminary BCA, the total structure value within the HVLCSO will be used and % damage rates applied at predicted recurrence intervals to determine the cost effectiveness threshold for a \$20 million project with an estimated annual maintenance cost of \$10,000. The findings of the preliminary BCA will be written up for District review and consideration, and if the BCR is confidently above 1, the final BCA will be prepared, which would include additional documentation on structure values and percent damage, fire event history and recurrence, and mitigation benefits.

### **Task 2 Deliverables:**

- Preliminary BCA Analysis in electronic format
- Final Benefit Cost Analysis Report and Attachments, Final BCA Model Files

## **Task 3 – Environmental Checklist**

Under this task the Environmental Checklist attachment will be completed. The environmental review is an important part of the HMGP process. Under this task, GHD staff will conduct a site visit to collect photos of representative project areas and identify general environmental characteristics. This information will be combined with natural resources database information on endangered and threatened plants and animals, air quality, and wetland and waters of interest in the area to address checklist requirements.



The potential need for the following agency coordination, permits and/or approvals will be summarized in an attachment to the Checklist:

- CWA Section 404/RHA Section 10
- Clean Water Act Section 401/402
- EO 11988 Floodplains 8-step Process
- EO 11990 Wetlands 8-step Process
- CZMA CC/Negative Determination
- Section 7 ESA
- NHPA Section 106
- FLPA Farmland Conversion Form AD-1006
- CAA General Conformity Determination
- Migratory Bird Treaty Act
- Fish and Wildlife Coordination Act
- Magnuson-Stevens Fishery & Management Act

No draft permit applications are included in this task. No site specific biological studies will be performed. With the District's permission agency contacts may be made to clarify requirements.

**Task 3 Deliverables:**

- Final Environmental Checklist and Attachments

**General Assumptions/Exclusions**

- This scope does not include any permit or document fees.
- District staff will actively participate in discussion on concept layouts, proposed project framework and approach, and District staff and resource costs to support the proposed project.
- This scope does not include responses to subsequent Requests for Information on the application. GHD has participated in recent projects reviews with Cal OES which have become stricter and more detailed than in previous times.





## Schedule

GHD is available to begin work on this scope of work upon receipt of a notice to proceed from the City. We will complete this work and submit the final BCA by March 3, 2021.

## Professional Service Fee

GHD will provide the above described scope of services on a time and material fee basis for \$29,900 per the task breakdown below.

- Task 1 –HMGP Application Sections: \$13,000
- Task 2 – Benefit Cost Analysis Update: \$10,100
- Task 3 – Environmental Checklist: \$6,800

As always, we appreciate the opportunity to assist you on this project. Please do not hesitate to call me if you have any questions.

Sincerely,

GHD

A handwritten signature in blue ink, appearing to be "M. [unclear]", written over a horizontal line.

Technical Director



## PROJECT ESTIMATING SHEET

PROJECT NAME: HVLCSO Utility and Infrastructure Protections, Water Mains Project

PROJECT NUMBER:

Task	Project Manager \$176.50	Project Engineer \$201.50	Staff Engineer \$150.00	Junior Engineer \$126.50	Sr. Engr \$221.50	Environmental Scientist \$137.00	CAD/GIS \$115.00	TOTAL	Total Rounded Fee
<b>Task 1 – HMGP Application Sections</b>									
1. Subapplication	1	1		6				\$1,137	
2. Scope of Work	1	1	4	1	2	2		\$1,822	
3. Design		2	4	8	4		4	\$3,361	
4. Studies			4	1	2			\$1,170	
5. Maps				1			8	\$1,047	
6. Photos	1			6	1		1	\$1,272	
7. Schedule			2					\$300	
8. Cost Estimate	1	4	2	6	2	1	1	\$2,737	
9/11. Match & Maintenance Letters				1				\$127	
<b>Task 1: Total Hours</b>	<b>4</b>	<b>8</b>	<b>16</b>	<b>30</b>	<b>11</b>	<b>3</b>	<b>14</b>	<b>86</b>	
<b>Task 1: Subtotal Hourly Cost</b>	<b>\$706</b>	<b>\$1,612</b>	<b>\$2,400</b>	<b>\$3,795</b>	<b>\$2,437</b>	<b>\$411</b>	<b>\$1,610</b>	<b>\$12,971</b>	<b>\$13,000</b>
<b>Task 2 –Benefit Cost Analysis</b>									
Preliminary Benefit Cost Analysis	2	4	4					\$1,759	
Final Benefit Cost Analysis and Report	2	8	6	40			4	\$8,385	
<b>Task 2: Total Hours</b>	<b>4</b>	<b>12</b>	<b>10</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>70</b>	
<b>Task 2: Subtotal Hourly Cost</b>	<b>\$706</b>	<b>\$2,418</b>	<b>\$1,500</b>	<b>\$5,060</b>	<b>\$0</b>	<b>\$0</b>	<b>\$460</b>	<b>\$10,144</b>	<b>\$10,100</b>
<b>Task 3 – Environmental Sections</b>									
EHP Checklist	2		2			40	6		
<b>Task 3: Total Hours</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>40</b>	<b>6</b>	<b>50</b>	
<b>Task 3: Subtotal Hourly Cost</b>	<b>\$353</b>	<b>\$0</b>	<b>\$300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,480</b>	<b>\$690</b>	<b>\$6,823</b>	<b>\$6,800</b>
<b>TOTAL HOURS ALL TASKS</b>	<b>10</b>	<b>20</b>	<b>28</b>	<b>70</b>	<b>11</b>	<b>43</b>	<b>24</b>	<b>206</b>	
<b>TOTAL FEE ALL TASKS</b>	<b>\$1,765</b>	<b>\$4,030</b>	<b>\$4,200</b>	<b>\$8,855</b>	<b>\$2,437</b>	<b>\$5,891</b>	<b>\$2,760</b>	<b>\$29,938</b>	<b>\$29,900</b>