



Request for Proposal

**Vegetation Management Services for Sub-
transmission and Distribution Systems**

Issued: September 25, 2020

**Due Date: October 16, 2020 no later than 3:30pm
PDT in "PlanetBids"**

Request for Proposal Vegetation Management Services for Sub-transmission and Distribution Systems

1. Introduction. Bear Valley Electric Service, Inc. (BVES), a subsidiary of American States Water Company (ASWC), is seeking proposals from Contractors experienced providing vegetation management services for electric utilities in the vicinity of sub-transmission and distribution systems.

2. Background. BVES is a California investor owned utility (IOU), located in the mountain resort community of Big Bear Lake, California, that provides electric service to approximately 24,500 customers in a 32-square mile service area. BVES owns and operates 86.8 miles of 34.5 kV overhead sub-transmission line, 2.7 miles of 34.5 kV underground sub-transmission line, 488.6 miles of overhead distribution line, 86.4 miles of underground distribution line, 13 sub-stations and a natural gas-fueled 8.4 MW peaking generation facility. The total circuit miles of overhead sub-transmission (34.5 kV) and distribution (4 kV) in the BVES service area are 211 miles.

The BVES service area is rural and mountainous and is located in the San Bernardino Mountains of Southern California, 80 miles east of Los Angeles. BVES' entire service area is under the jurisdictional responsibility of the City of Big Bear Lake or the County of San Bernardino (unincorporated areas). The San Bernardino Mountains and forests are managed by the United States Forest Service, California Environmental Protection Agency, and the California Department of Fish and Wildlife. The BVES Main Office is located at 42020 Garstin Dr., Big Bear Lake, CA 92315.

BVES Inc. is regulated by the California Public Utilities Commission (CPUC). American States Water Company (ticker symbol: AWR) is the parent company of BVES, Inc.

3. RFP Process. BVES is issuing this Request for Proposal in order to solicit bids to establish a long-term contract (3-5 years) to provide vegetation management services for BVES' entire service area as described in Section 4 below, Scope of Work. BVES's primary goal in issuing this RFP is to enter contract with a qualified Contractor to perform vegetation management as described in the Scope of Work (Section 4 below).

This RFP is part of a competitive procurement process, which is intended to serve the best interests of BVES's customers. It also provides a fair opportunity for multiple Contractors to be considered for the project. For the purpose of this RFP, the term "Bidder," "Contractor," "Vendor," and "Consultant" shall be used interchangeably. The term "Sub-Contractor" shall refer to any entity that the Contractor may engage contractually, directly or indirectly, to perform any portion of the proposed scope of work.

Unless the context otherwise requires, the following definitions shall apply to this RFP and subsequent Contract:

Authorized Representative: The single point of contact authorized to make project decisions within the scope of the contract.

Contractor: Company that is contractually engaged by BVES to perform the Scope of Work.

Final Design: Final construction drawings and construction plans from which the Contractor shall execute the Construction Scope of Work.

Jobsite: Describes the immediate area in which the Contractor is performing the requested services and work and includes any safety stand-off, barrier, equipment, laydown and other areas used by the Contractor.

Notice to Proceed: Formal written notification from BVES to Contractor specifying the date on which the Contractor may commence project Work.

Request for Proposal Vegetation Management Services for Sub-transmission and Distribution Systems

Scope of Work: Describes the specific deliverables and services required of the Contractor to be provided for the project to be completed.

Services or Work: All or any portion of activities and/or tasks required to be performed by the Contractor to accomplish the Scope of Work.

Subcontractor: Company(ies) that are contractually engaged by the Contractor to perform portions of the project Work. Contractor is always fully responsible and liable for its Subcontractor.

Work Complete: Project milestone in which all deliverables and services as described in the Scope of Work are complete in accordance with specifications and performance standards of the project. Minor punch list items may remain to be completed with BVES' approval.

The BVES Authorized Representative for this project is the BVES Field Operations Supervisor.

BVES intends to proceed with this project using the following schedule, which is subject to change:

| <u>RFP Event</u> | <u>Date</u> |
|-------------------------------------|------------------------------|
| Issue RFP in PlanetBids | September 25, 2020 |
| Receive Bidder questions | October 2, 2020 |
| Respond to Bidder questions | October 6, 2020 |
| Receive Bids in PlanetBids | October 16, 2020 NLT 3:30 pm |
| Award Contract | October 30, 2020 |
| Execute Contract* | November 13, 2020 |
| Notice to Proceed Issued/Start Work | January 1, 2021 |

*If BVES and Contractor are unable to execute contract by target date, BVES reserves the right to cease negotiations with Contractor and proceed with negotiating with the next best value Bidder.

4. Scope of Work.

4.1. **Notice to Proceed:** Upon award and execution of the contract and BVES's verification of contractor's insurance, BVES shall issue a written Notice to Proceed for Contractor to commence the scope of work.

4.2. **Qualification and Level of Effort:** Contractor shall furnish all the necessary project management, supervision, engineering, planning, design services, labor, transportation, materials, equipment and all tools to safely, properly and promptly achieve the required scope of work.

4.2.1. Contractor shall at all times be fully qualified and capable of performing or causing to be performed every phase of the requested services and work. Contractor shall employ sufficient personnel qualified by reason of education, training and experience to discharge the services agreed to be performed by Contractor.

4.2.2. Contractor shall ensure all personnel employed at the jobsite or in support of the work are properly trained, skilled, qualified, certified, and/or licensed as required by applicable laws, codes, and/or regulations to perform assigned tasks.

4.2.3. Contractor shall ensure all employees and subcontractors performing overhead and/or underground transmission and distribution line work are qualified to perform the work per California Code of Regulations, Title 8 Chapter 4, Subchapter 5, Electrical Safety Orders and comply with the requirements of such orders as well as other applicable Title 8 requirements.

Request for Proposal Vegetation Management Services for Sub-transmission and Distribution Systems

4.2.4. Contractor shall ensure that each work crew has a designated foreman with the authority to direct and stop the work as requested. Contractor's foreman shall provide his personal supervision to the scope of work at all times with authority to act for the Contractor. Insofar as practical, the Contractor's foreman shall so act, and follow without delay, instructions of the BVES Authorized Representative in the completion of the requested services and work.

4.2.5. Contractor shall be responsible for providing all required equipment to achieve the scope of work. Contractor shall be responsible for security of its equipment and/or equipment issued to Contractor by BVES.

4.2.6. Contractor's employees shall fully understand and comply with CALTRANS and local requirements as well as Cal/OSHA requirements for traffic controls and working alongside and/or in roadways.

4.2.7. Contractor's employees shall be fully trained and qualified to utilize proper personal protective equipment (PPE) as required per Cal/OSHA requirements, equipment manufacturers' instructions and other applicable rules and regulations.

4.2.8. Contractor's field crews shall be dressed in clean, unaltered uniforms with suitable company identification or appropriate professional looking attire. No portion of the uniform may be removed while working. All shirts, jackets or safety vests shall be clearly marked with company identification. Contractor's employees shall appear neat and well-groomed at all times. Contractor's employees shall wear brightly colored safety vests while working within five hundred feet of moving traffic or such other distance required by any applicable laws.

4.2.9. Contractor's employees shall have photo identification at all times while on the jobsite.

4.2.10. BVES shall have the authority to order removal of any Contractor employees who refuse or neglect to obey reasonable instructions, or who is deemed incompetent, unfaithful, abusive, threatening, or disorderly in conduct. Any such person shall not again be employed for the duration of this contract.

4.3. Project Management. Contractor shall designate an individual as the Project Manager for the project. Contractor's Project Manager shall be Contractor's the single point of contact for the project capable of making project decisions. The BVES Authorized Representative shall be BVES's single point of contact for the project. Contractor's Project Manager shall at a minimum:

4.3.1. Contractor shall meet at least weekly at a mutually agreed upon time with the BVES Representative at the BVES Main Office to provide:

- Status of work completed.
- Details of work planned for the following week.
- Planned lane and/or road closures.
- Special support requests such as covering primary lines.
- Tree removals.
- Other items pertinent to progress of the work such as permits.

4.3.2. Contractor shall provide a telephone number where a responsible supervisory individual may be contacted during normal business hours or any time work is in progress to receive notification of any deficiencies regarding the requested services and work.

4.3.3. It is especially important that the BVES Representative know where the Contractor is working on any given day so that BVES may adequately inform its customers of vegetation trimming operations in

Request for Proposal Vegetation Management Services for Sub-transmission and Distribution Systems

their neighborhoods. Additionally, having accurate situational awareness of the Contractor's vegetation trimming activities is an important factor in assessing unplanned power outages or system anomalies.

4.3.4. Contractor or BVES Representative may elect to perform a walk-through of a designated work area to better identify and resolve any work issues.

4.3.5. Contractor shall notify BVES Representative as soon as possible of any potential work stoppages, delays, accidents or other events that could affect progress of the work. This notification may be made orally but should be followed up in writing (email) within 24 hours.

4.3.6. When work is performed outside of normal business hours and/or on weekends, BVES Representative must have access to the Contractor's work Supervisor who has the authority to control the activities being performed.

4.3.7. Contractor shall inform BVES Representative immediately of infractions, violations, or other actions that result in a citation, notice of violation, or fine by any federal, state, county, city, Forestry Service and other local agency or authority during the course of the Contractor's work under this contract for BVES. This notification shall be followed-up by formal notification in writing by the end of the next normal work day.

4.3.8. Propose Contract Change Orders as needed in writing to the BVES Authorized Representative. Change Orders must be approved in writing before starting the new work.

4.3.9. Notify BVES immediately of any of the following events (Contractor shall follow-up with written notification, such as email, within 24 hours):

- Job related accidents, injuries, incidents, damage to property (>\$5,000) or other near misses.
- All safety violations noted by Contractor, external agencies, or others.
- All environmental violations noted by Contractor, external agencies, or others.
- Any citations or formal violations such as "Notice of Violation" issued by federal, state, or local government and/or agencies.
- Work stoppage events.
- Any other notable events that may receive local media or local government interest.

4.4. Subcontractors: Contractor shall inform BVES Authorized Representative of any Subcontractors engaged to accomplish the requested services and work. The intent to utilize subcontractors should be part of the Contractor's bid proposal.

4.4.1. Contractor shall select Subcontractors as applicable of good capability and reputation that are properly skilled, trained, qualified, certified and/or licensed.

4.4.2. Contractor is always responsible and liable for the Subcontractors it engages for the Work.

4.4.3. Subcontractors shall obligate to the terms & conditions of the contract between Contractor and BVES.

4.4.4. BVES at its sole discretion, reserves the right to bar a subcontractor from working on the project if BVES evaluates the subcontractor is not suitable for the Work.

4.5. Specific Tasks to be Accomplished: Contractor will provide all the necessary supervision, labor, transportation, materials, equipment and all tools to safely, properly and promptly provide for vegetation trimming services for power line clearance of the BVES sub-transmission (34.5 kV) and distribution (up to 4.160 kV) systems. Contractor will implement and execute a full service vegetation management program for the BVES Service Area that includes:

Request for Proposal Vegetation Management Services for Sub-transmission and Distribution Systems

- Comprehensive preventative vegetation management cyclic program approved by BVES that aims to keep power lines clear of vegetation per specifications identified below.
- Corrective vegetation clearance response that aims to correct vegetation clearance discrepancies around power lines that the Contractor discovers, BVES Representative identifies, and/or other competent party approved by BVES notes.
- Emergency vegetation clearance response as requested by the BVES Representative.
- Complete documentation of vegetation trimming activities as identified below.

4.5.1. The following are technical requirements for the requested services:

4.5.1.1. **Preventative Vegetation Management Program:** Contractor shall establish a vegetation management program that ensures vegetation along all BVES overhead sub-transmission and distribution lines are trimmed per clearance specifications identified below on a 3-year cycle. Contractor may propose an alternate cycle schedule; however, this must be clearly stated and explained.

- Contractor shall document and present a proposed vegetation management cycle plan to BVES for approval at least two months prior to the start date of the contract.
- Contractor shall obtain BVES' prior approval for any changes to or deviations from the approved plan.
- Contractor's plan shall be based on working normal 8-hour daytime shifts Monday through Friday. Contractor may propose an alternate schedule to BVES.
- Contractor should not require the use of overtime to execute the preventative vegetation management program. If overtime is required, Contractor will obtain the BVES Representative's authorization prior to utilizing overtime.

4.5.1.2. **Corrective Vegetation Clearance Response:** Contractor shall be responsible for completing corrective and emergent vegetation orders that aim to correct vegetation clearance discrepancies around power lines that the Contractor discovers, BVES Representative identifies, and/or other competent party approved by BVES notes.

- Contractor should factor in the vegetation management plan that approximately 15 percent of the normal work will be corrective in nature as a result of vegetation orders developed during BVES routine circuit patrols and inspections. The balance of the work will be executing the preventative vegetation management plan. Therefore, normal overtime should not be required for routine corrective vegetation orders.
- When the BVES Representative designates a vegetation order as High Priority (Level 1), Contractor shall take the directed action as soon as possible and be onsite at least within 4 hours of the directive to perform the requested work. Level 1 vegetation orders are considered safety related discrepancies that must be corrected immediately.
- Overtime may be authorized for High Priority (Level 1) vegetation orders. If overtime is necessary, Contractor will obtain the BVES Representative's authorization prior to utilizing overtime.

Request for Proposal Vegetation Management Services for Sub-transmission and Distribution Systems

4.5.1.3. **Emergency Vegetation Clearance Response:** During a major storm event or other disaster, Contractor shall be capable of working extended hours and on weekends and holidays as necessary to clear lines as directed by BVES Representative.

- When the BVES Representative requests Contractor vegetation clearance services to clear fallen trees and branches from BVES's facilities in response to an emergency event, such as a major storm, Contractor shall mobilize as soon as possible to the designated area and be onsite within 4 hours of the request.
- Overtime may be authorized for emergency vegetation management action. If overtime is necessary, Contractor will obtain the BVES Representative's authorization prior to utilizing overtime.
- Contractor shall provide a telephone number where a responsible individual may be contacted at any hour to receive notification that emergency vegetation clearance is needed.

4.5.1.4. **Clearance Specifications:** Contractor shall ensure all BVES electric lines are clear of vegetation per California Public Utilities Commission (CPUC) General Order 95 (GO-95), Rules for Overhead Electric Line Construction, Rule 35 Vegetation Management and Appendix E Guidelines to Rule 35 (trimming guidelines).

- For reference, BVES' Service Area is entirely within a "High Fire-Threat District" with areas classified as Zone 1 and Tiers 2 and 3 per Rule 21.1 of GO-95. Based upon GO-95 requirements (48 inches minimum radial clearance) and on the local climate, likelihood of icing conditions, tree limbs and branches subject to weakening due to high winds and snow weight, elevation, local conditions and access to vegetation for trimming, and species growth rates and characteristics, **the minimum allowable radial clearance of bare line conductors from vegetation is 72 inches** in the BVES service area.
- Contractor shall ensure the minimum 72-inch safe clearance along bare line conductors is maintained throughout the BVES service area during the entire length of the vegetation management program cycle (3-years) as follows:
 - Vegetation that is within the minimum 72-inch safe clearance distance will be trimmed to at least 12 feet in accordance with Appendix E Guidelines to Rule 35 of GO-95. Taking into account vegetation species and growth rates and characteristics, Contractor will trim beyond 12 feet if necessary to ensure that the vegetation remains outside the minimum 72-inch safe clearance distance for the entire length of the vegetation management program cycle (3-years).
 - Vegetation that is outside the minimum 72-inch safe clearance distance but is expected taking into account vegetation species and growth rates and characteristics to encroach the 72-inch safe clearance distance prior to the next scheduled preventative vegetation management visit (normally 3 years) will be trimmed to at least 12 feet in accordance with Appendix E Guidelines to Rule 35 of GO-95. Taking into account vegetation species and growth rates and characteristics, Contractor will trim beyond 12 feet if necessary to ensure that the vegetation remains outside the minimum 72-inch

Request for Proposal Vegetation Management Services for Sub-transmission and Distribution Systems

- safe clearance distance for the entire length of the vegetation management program cycle (3-years).
- Anytime it is determined that trimming of vegetation is necessary, Contractor shall trim to least 12 feet in accordance with Appendix E Guidelines to Rule 35 of GO-95. Taking into account vegetation species and growth rates and characteristics, Contractor will trim beyond 12 feet if necessary to ensure that the vegetation remains outside the minimum 72-inch safe clearance distance for the entire length of the vegetation management program cycle (3-years). If Contractor cannot achieve this minimum standard, Contractor shall inform BVES Representative.
 - No vertical coverage shall be allowed above BVES sub-transmission lines (34.5 kV). If Contractor cannot achieve this minimum standard, Contractor shall inform BVES Representative.
 - All fast growing trees, (poplar, aspen, cottonwood...) will be trimmed to at least 12 feet and removal will be considered.
 - Contractor may determine that additional clearance would be prudent based on growth factors, wind, ice, etc. In such cases, Contractor should inform BVES Representative and trim accordingly.
 - All vegetation within the drip line of primary conductors that has the potential of growing into the secondary system or within 12 feet of the energized primary conductors within the 3-year vegetation management program cycle will be removed.
 - Tree Trunk and Major Limb Exception: At the primary conductor level, mature tree trunks that are greater than 18 inches in diameter and major limbs that are greater than 10 inches in diameter with sufficient strength and rigidity may encroach within the minimum safe distance (72-inches) but not within 18 inches of the bare line conductors. The rigidity of the tree trunk or major limb must be such that it would be impossible for it to encroach within 12 inches of the bare conductor at any time during high wind, heavy icing and snow, or other conditions.
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- In so far as possible, trimming shall be designed to achieve the appropriate clearance from the power lines without damaging the structural integrity or health of the tree(s).
 - When a Contractor discovers in the course of the services or is informed by BVES Representative (normally through vegetation order) of dead, rotten or diseased trees or dead, rotten or diseased portions of otherwise healthy trees overhang or lean toward and may fall into a span of power lines, said trees or portions thereof should be removed. Contractor shall inform BVES Representative of any tree removals. Note that this may apply to trees outside the clearance zone (for example, a dead tree across the street may pose a danger to BVES power lines).
 - If the vegetation clearance requirements that BVES must adhere to the change, Contractor will review changes with BVES Representative and any incremental changes in the cost to comply with the changes will be documented and agreed upon by Contractor and BVES prior to implementation.

Request for Proposal Vegetation Management Services for Sub-transmission and Distribution Systems

4.5.1.5. **Quality Control:** BVES will conduct frequent quality control (QC) checks of Contractor's work. Also, as discussed above, BVES performs routine detailed inspections and patrols of its overhead circuits. Discrepancies noted during QC checks, detailed inspections or patrols of overhead circuits or other means, shall normally be forwarded to Contractor via Kintone application provided by BVES. Contractor shall indicate completion of corrective action in Kintone and document the vegetation trimming in the "Right of Way" application to BVES' Partner Software (part of BVES' GIS suite). Discrepancies will be designated and corrected as follows:

- Emergency (Priority 1) vegetation orders will be corrected immediately (or mitigated to reduce the priority level to at least Priority 2).
- Urgent (Priority 2) vegetation orders will be corrected within 30 days.
- Routine (Priority 3) vegetation orders will be documented as non-urgent items and will be addressed during the regular tree trimming cycle.

4.5.1.6. **General Conduct of Work:** Contractor shall at a minimum comply with the following:

- All electric lines will generally remain energized unless proper working clearances cannot be established, in which case Contractor shall contact the BVES Representative to resolve the specific issue(s) and arrange an alternate course of action, if appropriate, such as BVES installing line covers, BVES de-energizing the affected lines, and/or BVES Lineman Crews trimming the area within the clearance zone, etc.
- Contractor shall supply all work aids, equipment and materials needed to perform the work including, but not limited to, tools, transportation, safety gear, lighting, scaffolding, environmental controls, and sanitary facilities as needed.
- Contractor shall provide dust control, clean-up, sanitation, environmental controls, hazardous material disposal, first aid, and general housekeeping as applicable during the performance of services and work.
- Contractor shall provide general utilities as necessary to perform the services and work.
- Contractor assumes the responsibility to observe all applicable federal, state and local laws, regulations and guidelines in the performance of services and work, including without limitation, the regulations established by Cal/OSHA and to perform all work in a safe and prudent manner.
- Contractor shall comply with local code and CALTRANS requirements for hours of performing the services and work. Work performed outside normal business hours and on weekends and/or holidays must be coordinated with City, County, and/or CALTRANS as applicable.
- Contractor shall perform all work to the complete satisfaction of BVES and Contractor's work shall be fully compliant with all applicable local codes and standards, regional, statewide, and national laws, regulations and standards, the requirements of the Contract, and regulatory agency conditions imposed (or expected to be imposed) on the services and work performed.

**Request for Proposal
Vegetation Management Services for Sub-transmission and Distribution Systems**

- All pruning shall be done to promote general health and vigor of the tree. Additionally, Contractor should give due consideration to current and future tree health and symmetry, but such considerations are secondary to safeguarding the integrity of BVES's power lines and establishing the required clearance to promote public health, safety, and welfare.
- All cuts shall be made with a saw, pruner or other appropriate tool and as much as practicable shall be made:
 - Only at nodes or crotches with the method known as drop crotch pruning.
 - Without cutting into the branch collar.
 - At approximately a forty-five (45) degree angle from the branch bark ridge.
- As much as practicable, no stubs or "dog ears" shall be left.
- Branches too large to be supported by one hand shall be precut for safety and to avoid the splitting or tearing of the bark. Large limbs shall be lowered safely in a controlled manner with ropes and other equipment.
- Under no circumstances shall a tree be "topped" except under special circumstances in which the Contractor's experienced arborist expert determines this is necessary to achieve proper power line clearances. In this case, the Contractor shall inform the BVES Representative prior to topping the affected tree(s). Topping is the practice of severely pruning a tree, disregarding nodes and crotches, to drastically reduce the height of a tree.
- Trees and or limbs that show significant rot or are thought to be dangerous shall be immediately reported to the BVES Representative with a recommended course of action. The BVES Representative will approve tree or major limb removals in accordance with this section.
- After working on any diseased tree, Contractor is responsible for disinfecting all pruning equipment before working on another tree to prevent the spread of disease and contamination from one tree or bush to another tree or bush.
- Immediately after trimming/pruning of a tree has been completed, the entire affected area must be raked and thoroughly cleaned up.
- Contractor shall protect sidewalks, streets, curbs, manhole covers, fire hydrants, signs, street lights, surrounding bushes, trees, shrubs, lawns, other plantings and any other structures that are located on the street, sidewalk or on private property that may be impacted by falling limbs, branches, logs or any other causes from the trimming/pruning operations. Contractor shall give due consideration to utilizing planking to minimize the risk of damaging a yard when a vehicle must enter a yard.
- Contractor is responsible for any damages which may occur on private or public property while performing work functions. The Contractor shall make all efforts to correct any damage in a timely manner to the same, if not better, condition prior to the damage occurring. Specifically, any damage to private or public property as a result of the Contractor's operation shall be repaired within three (3) workdays by Contractor. If the repair is not instituted or completed within the three (3) work days, or completed satisfactorily in the opinion of the BVES representative, BVES reserves the right to make the necessary repairs and deduct these costs from any money due the Contractor.

**Request for Proposal
Vegetation Management Services for Sub-transmission and Distribution Systems**

- Contractor shall be responsible for utilizing only appropriate, effective tools and equipment as required under this contract, which must be in a constant state of good repair and operation. Any tools or equipment which fail in the execution of such work, shall immediately be repaired or replaced. BVES shall not be responsible for any cost or time, including associated labor, related to ineffective or defective tools and/or equipment.
- All vehicles and associated equipment utilized by Contractor must present a clean appearance at all times. All maintenance on the Contractor's equipment must be made on "OFF" hours (times other than normal business hours) or the personnel and equipment hours must be deducted from billing charges submitted to BVES at the end of the pay period.

4.5.1.7. **Permits:** Contractor shall obtain and pay for all necessary permits to perform the services and work as required by city, local, state, federal and other government agencies. Permit fees may be passed on to BVES at the next appropriate billing invoice as a reimbursable expense and any agreed upon expense markup. Contractor shall ensure compliance with applicable permits during the performance of services and work. At BVES's sole discretion, BVES may directly obtain permits as needed for the Contractor's services and work. In such a case, this should be coordinated with the BVES Representative.

4.5.1.8. **Tree Removal, Severe Trimming and Topping:** Contractor shall keep tree removals to the minimum necessary to achieve the requirements of the scope of services and work. When Contractor crews determine tree removal, severe trimming or topping is recommended, Contractor shall have its expert arborist evaluate the situation to determine if alternate courses of action are possible to avoid tree removal. Once Contractor determines that tree removal, severe trimming or topping is the optimal course of action, Contractor shall inform BVES Representative of any planned tree removals so that BVES may inform applicable stakeholders in writing before the tree is removed. If the tree is an imminent safety hazard, BVES may shorten the process by making best effort to provide verbal warning to applicable stakeholders. The following information for tree removal, severe trimming or topping should be provided by Contractor to BVES Representative:

- Identify the location of the tree to be removed, trimmed or topped, and the work deemed necessary by the Contractor.
- Attempt to identify the property owner and public authorities having ownership or control of the tree, or the address or closest address.
- Contractor shall obtain and comply with any permits required for tree removal.
- Contractor shall remove any hazard tree, which poses danger to BVES' power lines in a timely manner per the above process.

4.5.1.9. **Disposal of Wastes:** Contractor, at Contractor's expense, shall be responsible for removing and disposing of all wood and wood products and any other wastes generated by the requested services and work on a daily basis as the work progresses. Specific requirements include:

Request for Proposal

Vegetation Management Services for Sub-transmission and Distribution Systems

- Contractor shall keep temporary brush piles to no more than twenty-four inches in depth and shall keep the brush waste from obstructing roads, driveways, vehicles, sidewalks, storm drains, utilities and other public features.
 - Contractor shall fell trees perpendicular to the slope of the terrain away from roads and fences and not allow any trees or debris to fall in streams and bodies of water.
 - Contractor shall ensure all wood and wood product waste is properly disposed in accordance with applicable federal, state, county, city, Forestry Service and other local laws, rules and regulations.
 - Contractor shall inform BVES Representative immediately of violations of disposal laws, rules and/or regulations. This notification shall be followed-up by formal notification in writing by the end of the next normal work day.
 - Contractor shall also dispose of wood and wood product waste produced by BVES Crews or its Contractors in the course of other work, such as construction. The BVES Representative will provide the Contractor a one days' notice of additional wood and wood product waste to be removed and processed.
 - Contractor shall remove and properly dispose any wastes generated during the requested services and work. Contractor shall ensure that any hazardous materials and/or wastes are properly controlled, handled, transported, stored and/or disposed of as applicable during the performance of the requested services and work.
 - No debris may remain on the city's, county's or state's right of way or private property where trimming operations have occurred overnight, over the weekend (Saturday/Sunday) or on Holidays.
 - The Contractor shall legally dispose of all debris resulting from his work and shall leave the work area in the condition equal to or better than before the work was undertaken. Written permission for leaving wood must be obtained by property owner. No compensation will be given to the contractor for this service.
 - In the event Contractor encounters hazardous waste at the jobsite as the result of any cause, Contractor shall take actions reasonably necessary to mitigate any costs to or liability of BVES due to such hazardous waste. Contractor shall immediately notify BVES orally and follow up on such oral notice with written notice within 24 hours.
- 4.5.1.10. **Security:** Contractor shall provide jobsite security as necessary to ensure only authorized personnel enter the work area. Contractor shall be responsible for locking, securing, and safeguarding equipment and materials from theft, exposure to the elements, and high winds. The Contractor is responsible for the storage of vehicles and equipment off BVES' premises during the duration of this contract. BVES shall not incur any costs associated with the offsite storage.
- 4.5.1.11. **Qualified Personnel:** Contractor shall at all times be fully qualified and capable of performing or causing to be performed every phase of the requested services and work. Contractor shall employ sufficient personnel qualified by reason of education, training and experience to discharge the services agreed to be performed by Contractor.
- Contractor shall ensure all employees employed at the jobsite or in support of the requested services and work are properly trained, certified, and/or licensed as required by applicable laws, codes, and/or regulations.

**Request for Proposal
Vegetation Management Services for Sub-transmission and Distribution Systems**

- Contractor's employees should possess the knowledge of procedures, and practices required for line clearance tree trimming, crown reduction tree trimming, tree removal, and tree falling.
- Contractor's employees engaged in tree trimming shall be trained and qualified at a minimum as tree workers as specified in Title 8 of the California Code of Regulations, Articles 37 and 38, Electrical Safety Orders. They shall be fully knowledgeable of Title 8 of the California Code of Regulations, Articles 37 and 38, Electrical Safety Orders and, specifically, the approach distances to power lines for all of the voltages that BVES has in its system. These approach distances shall not be violated.
- Contractor's employees shall be fully trained and qualified on all of the equipment they operate. They shall fully understand and comply with all applicable safety and operating requirements of the equipment manufacturer, California Occupational Safety and Health Administration (Cal/OSHA) and any other applicable rule, regulation, ordinance, safety notice and/or precaution. Each employee shall have all proper licenses for operation of equipment utilized by such employee. They shall have the ability to operate and maintain equipment in accordance with the manufacturer's recommendations and the mechanical ability to make required operator adjustments to the equipment being used.
- Contractor's employees shall fully understand and comply with all applicable Cal/OSHA requirements for all aspects of their work including: tree trimming near power lines, working in an aerial bucket, tree climbing, working aloft, working in or along roadways, working with power equipment (e.g., saws), cutting tools, wood chippers, trucks and other equipment employed by the Contractor.
- Contractor's employees shall fully understand and comply with CALTRANS and local requirements as well as Cal/OSHA requirements for traffic controls and working alongside and/or in roadways.
- Contractor shall have access to an experienced arborist to consult and evaluate instances whether or not tree removal, severe trimming or topping is the best course of action and whether other mitigating actions to minimize damage to trees as a result of trimming for line clearance are appropriate. While arborist certification is not required, it will be looked upon favorably.
- Contractor's employees shall be fully trained and qualified to utilize proper personal protective equipment (PPE) as required per Cal/OSHA requirements, equipment manufacturers' instructions and other applicable rules and regulations.
- At least one member of each Contractor's crews will have current American Red Cross Standard First Aid Certification.
- Contractor's employees shall be dressed in clean, unaltered uniforms with suitable company identification. No portion of the uniform may be removed while working. The Contractor shall provide a standard uniform appropriate to the work. All shirts, jackets or safety vests shall be clearly marked with company identification. Contractor's employees shall appear neat and well-groomed at all times. Contractor's employees shall wear brightly colored safety vests when operating machinery and/or while working within five hundred feet of moving traffic or such other distance required by any applicable laws.
- Contractor's employees must have photo identification at all times while on the jobsite.

Request for Proposal Vegetation Management Services for Sub-transmission and Distribution Systems

- Contractor shall ensure that each crew has a designated foreman with the authority to direct and stop the work as requested. Contractor's foreman shall provide his personal supervision to the requested services and work at all times with authority to act for the Contractor. Insofar as practical, the Contractor's foreman shall so act, and follow without delay, instructions of the BVES Representative in the completion of the requested services and work.
- BVES shall have the authority to order removal of any Contractor employees who refuse or neglect to obey any instructions, or who is deemed incompetent, unfaithful, abusive, threatening, or disorderly in conduct. Any such person shall not again be employed for the duration of this contract.

4.5.1.12. **Documentation:** Contractor shall document in a log all vegetation trimming operations in an electronic format to the following specifications at a minimum:

- Documentation should be able to enable BVES to answer the following two fundamental questions at any time:
 - What has been trimmed in the current cycle of the preventative vegetation management program and what is left to trim?
 - When was the last time a specific area was trimmed either as a result of preventative or corrective vegetation clearance?
- Documentation must be at a minimum electronic, searchable and CSV file compatible and provide the following minimum information:
 - Pole numbers bounding the lines being clear of vegetation. (2 entries)
 - Date.
 - Start time and end time.
 - Comments documenting any anomalies (tree trunk is within clearance zone, need to evaluate if tree removal is necessary).
- Contractor may propose alternate electronic documentation methods such as GIS and/or tree inventory techniques.
- The required information to be documented shall be provided to BVES on a weekly basis in an electronic format that is searchable and compatible and/or exportable as a CSV file as well as a printed copy of the log. Contractor shall also retain printed and electronic copies for the duration of the contract.
- Photographs showing the before and after results of trimming shall be taken and provided to BVES on a monthly basis in electronic format along with the information described above. Photographs will have the date/time on them and will be taken in a manner to best display the clearance between vegetation and power lines.
- Contractor shall keep daily work records to be submitted with invoices that detail: man-hours, equipment hours, number of trees trimmed, pole spans trimmed, trees removed, and other expenses during each day.

4.6. Safety

4.6.1. Contractor shall make public and employee safety its top priority and ensure full compliance with

Request for Proposal Vegetation Management Services for Sub-transmission and Distribution Systems

all Cal/OHSA and other applicable safety rules, regulations, laws, ordinances and other requirements such as from manufacturer instruction manuals for equipment. Specific requirements include but are not limited to:

- Contractor shall be solely responsible for the safety of all persons and property in connection with the performance of the work.
- Contractor shall assume full responsibility for the observance of all applicable safety and occupational health rules and regulations.
- Contractor shall put up and maintain as many barriers as shall effectively prevent accidents. Contractor shall provide safety and warning signs and barriers to ensure the jobsite is adequately marked and segregated and access is restricted to only those authorized to perform and/or inspect the work.
- Job site activities shall at all times be conducted in accordance with applicable federal, state and local requirements to include but not limited to the National Electric Safety Code (NESC), Cal/OSHA, and CALTRANS requirements.
- Contractor shall have a written plan for employee Emergency Medical Services in accordance with Title 8, California Code of Regulations, (CCR) Section 1512 (Construction Safety Orders).
- Contractor shall conduct and document daily job briefings and tail boards. Documentation shall be provided to the BVES Authorized Representative as requested.
- Contractor shall have a safety plan and document that employees have been trained on said plan.
- Due to the remote location of some overhead facilities, steep slopes and challenging vehicle access terrain, Contractor shall carefully consider how to safely and efficiently access these areas.
- Contractor shall furnish or cause employees to have all required personal protective equipment (PPE) as required per Cal/OSHA requirements, equipment manufacturers' instructions and other applicable rules and regulations. Such equipment shall be fully utilized when required.

4.6.2. Safety practices shall include, but are not limited to, the following requirements:

- California Occupational Safety and Health Regulations (Cal/OHSA).
- Occupational Safety and Health Act.
- Accident Prevention Manual for Industrial Operations, National Safety Council.
- Applicable state and local safety operating procedures.
- ANSI/NFPA 70E, Electrical Safety Requirements for Employee Workplaces.
- Title 8, California Code of Regulations (CCR) Section 1509, (Construction Safety Orders)

4.6.3. Contractor shall maintain any required safety training records and certification for personnel working on the project and make those records available to BVES upon request.

4.6.4. In the event of any emergency endangering life or property or any work related injury, Contractor may take such action as may be reasonable to prevent, avoid, or mitigate injury, damage, or loss. Contractor shall immediately notify BVES Authorized Representative verbally and follow up on such oral notice with written notice within 24 hours.

Request for Proposal Vegetation Management Services for Sub-transmission and Distribution Systems

4.6.5. Contractor shall have a designated safety representative assigned to the project to supervise operations with respect to safety. Contractor shall immediately notify BVES Authorized Representative of any accidents, incidents, near misses and unsafe conditions including but not limited to fatalities, injuries, electrocutions, underground service alert (USA Dig Alert) violations or problems, fires and other noteworthy safety issues or procedural violations.

4.6.6. Violations of the above safety requirements or other safety requirements of this contract or applicable federal, state and local requirements to include but not limited to the National Electric Safety Code (NESC), Cal/OSHA, CALTRANS and equipment manufacturer requirements shall be considered a serious safety violation and breach of Contract that may result in Contract termination.

4.7. Work in or Along Roadways and Traffic Controls: Contractor shall follow federal, state, Cal/OSHA, CALTRANS, City of Big Bear Lake, County of San Bernardino, and other applicable requirements for working in roadways to include:

- Obtaining and complying with applicable permits for road and/or lane closures. BVES has a blanket permit for certain CALTRANS roads and Contractor may utilize this permit as needed. Use of BVES permits must be coordinated with the BVES Authorized Representative in advance of use.
- Notifying BVES Authorized Representative of any road and/or lane closures at least 72 hours in advance. BVES shall make public notifications.
- The governing factor in the execution and staging of work is to provide the motoring public with the safest possible travel conditions along the roadway through the construction zone. The Contractor shall arrange its operations to keep the closing of any lane of the roadway to a minimum.
- Contractor shall be responsible for the proper location, installation, and arrangement of all traffic control devices per federal, state and local city and county regulations and laws. Special attention shall be given to advance warning signs in order to keep lane assignment consistent with barricade placement at all times.
- Contractor shall ensure that all traffic control devices installed are operational, functional, and effective during the course of the services and work.
- Contractor shall provide properly qualified and trained traffic control flaggers as needed.
- Contractor shall remove, cover, or turn from the view of the motorists all traffic control devices, which are inconsistent with detour or lane assignment patterns during the transition from one state of work to the other.
- Traffic control devices include signs and their supports, signals, pavement markings, barricades with sand bags, channelizing devices, warning lights, arrow boards, flaggers, or any other device used for the purpose of regulating, detouring, warning, or guiding traffic through or around the construction zone.
- Contractor shall provide a telephone number where a responsible individual can be contacted to receive notification of any deficiencies regarding traffic control protection. The Contractor shall dispatch workers, materials and equipment to correct any such deficiencies if requested by the BVES Authorized Representative. The Contractor shall respond to any call from the BVES Authorized Representative concerning any request for improving or correcting traffic control devices and begin making the requested repairs as soon as possible and in any case within two hours from the time of notification.

Request for Proposal Vegetation Management Services for Sub-transmission and Distribution Systems

4.8. Customer Relations: BVES values “Excellence in Customer Service” and expects its Contractors to carry that high standard in the course of their services on behalf of BVES. Specific requirements:

4.8.1. Contractor shall maintain with each crew a copy of BVES letter of authorization for the Contractor to access BVES systems (lines) and easements.

4.8.2. Contractor shall display “Contractor for BVES” magnetic signs (or similar signs) on its vehicles engaged in work for BVES. BVES shall provide the signs.

4.8.3. Contractor’s employees must at all times present themselves in a professional manner and ensure that any interaction with customers is professional and courteous.

4.8.4. Contractor shall refer any customer concerns or disputes without delay to the BVES Authorized Representative for resolution. It is best that Contractor not engage directly with customers over disputes but rather refer the matter to the BVES Authorized Representative. It is understood that the Contractor does not represent BVES and has no authority to obligate BVES for any payment or benefit of any kind to any person.

4.9. Quality Control: Contractor’s work shall be subject to inspection and acceptance by BVES. BVES Authorized Representative shall assign a Quality Inspector to work closely with Contractor throughout the project.

4.10. Change Orders: If a modification is determined to be necessary to the agreed upon project scope of work, Contractor shall promptly evaluate the modification, determine if additional cost shall be incurred to accommodate the modification as well as impact on project schedule, and propose a Change Order per this section.

4.10.1. Contractor shall not commence any work outside the existing scope of work until formally approved by written Change Order by both BVES and Contractor. BVES shall not be liable to reimburse Contractor for any work not approved in writing by the approved contract or approved Change Order.

4.10.2. The Contractor Project Manager and the BVES Authorized Representative shall be responsible for drafting the scope of the Change Order and obtaining appropriate respective internal approval on the Change Order.

4.10.3. Change Order price shall be determined on a Time and Material basis per the Contractor’s rates submitted with its bid proposal. Contractor shall provide in the Change Order a “not to exceed” value. Alternatively, Contractor may propose a fixed price with BVES Authorized Representative’s agreement.

4.10.4. Contractor or BVES may determine in its sole discretion not to undertake the Change Order, in which case no Change Order shall be issued. If Contractor decides to not undertake the Change Order, BVES may perform the Change Order work itself or hire another Contractor to perform the Change Order work. BVES will make its best effort to not impede or interfere with the Contractor’s activities in performing the project work.

5. Bid Format. In order to evaluate the bids consistently, BVES requests that bid proposals be prepared using the following content outline and organization:

5.1. Identification of Respondent. In this section, respondents should include:

- Firm name and address.
- Primary point of contact name, phone number and email address.
- Description of firm.

Request for Proposal Vegetation Management Services for Sub-transmission and Distribution Systems

- Discussion on why respondent considers itself qualified to perform the requested scope of work.
- Examples (at least three) of respondent's experience in performing this type of project work.
- Project references (names, phone numbers, email addresses).
- Proposed project team resumes.

5.2. Work Plan. In this section, respondents should include:

- Description of Contractor's approach to accomplish the work. In particular, BVES is interested in seeing the Contractor's plan to achieve the 3-year preventative trimming cycle.
- Identify any work to be performed by subcontractors. It is preferable that Bidder provide the business names of subcontractors that will be part of the Bidder's project team.

5.3. Proposed Price. Bidder shall provide prices on a Time and Material (T&M) rate basis using the table in Appendix A to this RFP (or similar table) to include the following:

- Labor classifications and billing rates utilized for the majority of the services and work. Overtime rates should also be provided.
- Specialty labor classifications and billing rates (e.g., certified arborist, crane operator, flagger, etc.). Overtime rates should also be provided. Contractor may opt to subcontract out certain specialty labor such as crane services and should state so in the Bid.
- Equipment rates, if any, utilized for the majority of the services and work.
- Specialty equipment rates (e.g., crane, backhoe, etc.).
- Per diems, if any.
- Mobilization, demobilization, and lodging expenses, if any.
- Mark-up on reimbursable expenses, if any.
- Any other fees or charges that Contractor would anticipate billing BVES as a result of the requested services and work.
- Periodic (no less than one year) escalation rates for the duration of the contract, if any.

5.3.1. Bidder is to include the routine weekly billing rate (all anticipated normal weekly charges) to execute the Preventative Vegetation Management Program (Section 2.1) and Corrective Vegetation Clearance Response (Section 2.2) in the table provided in Appendix A.

5.3.2. Bidder should submit an itemized sample invoice showing billing detail for the weekly rate.

5.3.3. Bidder should describe its proposed normal work plan to include days/hours, number of crew(s), crew size, and equipment that will be onsite executing the preventative vegetation management program and corrective vegetation clearance response as described in Section 2 above.

5.3.4. BVES aims to enter a 3-year contract but is open to a longer term if properly incentivized. Bidder may provide BVES options for longer contract terms in the Bid submission.

5.3.5. Bidder should provide any optional extra services with prices such as GIS vegetation inventory, vegetation management software, and/or other service options that BVES may find useful in its vegetation management program.

5.4. Contract Term. BVES anticipates the contract term shall be three to five years.

Request for Proposal Vegetation Management Services for Sub-transmission and Distribution Systems

5.5. Qualification Application. The respondent shall submit, with the bid proposal, a **fully completed Bear Valley Electric Service, Inc. Company Qualification Application (for Contractors, Consultants and Vendors) including requested attachments** (e.g., Contractor licenses, business certifications, applicable insurance certificates, workers' compensation certificate, etc.). Additionally, the Bidder shall submit a completed IRS Form W-9 (Rev. December 2011). These documents shall be available in PlanetBids.

5.6. Terms & Conditions. **Respondent should review and accept BVES's Terms and Conditions (AGREEMENT FOR GENERAL CONSTRUCTION) provided in PlanetBids with this RFP by an affirmative statement in the bid proposal. Any exceptions or modifications that Bidder proposes should be clearly noted by the Bidder in the bid submission.**

BVES reserves the right to contact individual Bidders for purposes of clarifying proposal terms or requesting additional information.

6. Bid Submittal Requirements.

6.1. All bid proposals are to be **submitted via PlanetBids by 3:30 p.m. PDT, October 16, 2020** to BVES. If you are having issues with PlanetBids, please contact Brenda Sears, BVES Contracts Administrator, by Email: brenda.sears@bvesinc.com.

6.2. Any questions regarding this RFP should be sent in writing electronically via PlanetBids on or before 5:00 p.m. PDT on October 2, 2020. Answers to submitted questions shall be responded to electronically to all Bidders by close of business on October 6, 2020 via PlanetBids.

6.3. If a Bidder desires to tour BVES service area and facilities, please contact BVES at least two working days ahead of desired tour date.

7. Evaluation of Responses. Responses shall be evaluated on at least the following criteria:

- 7.1. Bidder's detailed explanation of project execution and schedule.
- 7.2. References/experience pertaining to these types of projects.
- 7.3. Capacity/capability to perform the requested design and construction.
- 7.4. Resumes and experience of proposed key project staff (e.g., Project Manager, Design Staff).
- 7.5. Certifications and qualifications of proposed project staff.
- 7.6. Price for the requested work.
- 7.7. Qualification application items (financials, insurance, health and safety, legal, etc.).
- 7.8. Ability for BVES and Bidder to reach reasonable agreement on Terms & Conditions. **Bidder's should clearly articulate any proposed changes to the Terms & Conditions.**
- 7.9. **Bidder's compliance with the RFP submittal requirements.**

BVES reserves the right to consider other criteria in the selection process. BVES may develop a short list of Bidders containing those proposals that meet all or substantially all of the proposal requirements set forth in this RFP. The short list does not represent acceptance of a proposal or obligation to accept any proposal.