

Tab I: Title Page

Request for Qualifications: 3282
For
**FIRE FUELS REDUCTION AND VEGETATION
MANAGEMENT SERVICES**

Part I A – Technical SOQ	
RFQ Title:	Fire Fuels Reduction & Vegetation Management
RFQ:	3282
Vendor Name:	Great Basin Institute
Address:	16750 Mount Rose Highway Reno, NV 89511
Opening Date:	February 7, 2017
Opening Time:	2:00 PM

Tab II: Table of Contents

Tab I: RFQ 3282 Title Page pg. 1

Tab II: Table of Contents..... pg. 2

Tab III: Vendor Information Sheet..... pg. 3

Tab IV: State Documents pg. 5

 Amendmentspg. 6

 Attachment A – Confidentiality and Certification of Indemnificationpg. 8

 Attachment C – Vendor Certificationspg. 9

 Attachment I – Certification Regarding Lobbyingpg. 10

Tab V: Technical Certification of Compliance pg. 11

Tab VI: General Minimum Qualifications pg. 13

Tab VII: Technical Minimum Qualifications pg. 15

Tab VIII: Company Background and References..... pg. 20

 Section 8.1 Vendor Informationpg. 21

 Section 8.2 Subcontractor Informationpg. 28

 Section 8.3 Business References.....pg. 29

Tab IX: Proposed Staff Resumes..... pg. 35

**Tab III:
Vendor Information Sheet**

VENDOR INFORMATION SHEET FOR RFQ 3282

Vendor Must:

- A) Provide all requested information in the space provided next to each numbered question. The information provided in Sections V1 through V6 will be used for development of the contract;
- B) Type or print responses; and
- C) Include this Vendor Information Sheet in Tab III of the Technical SOQ response.

V1	Company Name	Great Basin Institute
----	--------------	-----------------------

V2	Street Address	16750 Rose Highway
----	----------------	--------------------

V3	City, State, ZIP	Reno, Nevada, 89511
----	------------------	---------------------

V4	Telephone Number	
	Area Code: 775	Number: 674-5475

V5	Facsimile Number	
	Area Code: 775	Number: 674-5499

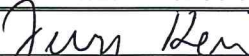
V6	Toll Free Number	
	Area Code:	Number:

V7	Contact Person for Questions / Contract Negotiations, including address if different than above	
	Name: R. Miguel Gonzales	
	Title: Forestry Operations Coordinator	
	Address: 16750 Mount Rose Highway, Reno, Nevada	
Email Address: rgonzales@gbinstitute.org		

V8	Telephone Number for Contact Person	
	Area Code: 775	Number: 674-5492

V9	Facsimile Number for Contact Person	
	Area Code: 775	Number: 674-5499

V10	Name of Individual Authorized to Bind the Organization	
	Name: Jerry Keir	Title: Director

V11	Signature (Individual must be legally authorized to bind the vendor per NRS 333.337)	
	Signature: 	Date: 2/7/18

**Tab IV:
State Documents**



SUBJECT: Amendment 1 to Request for Qualification 3282
DATE OF AMENDMENT: January 20, 2017
DATE OF RFQ RELEASE: January 10, 2017
DATE AND TIME OF OPENING: February 7, 2017
AGENCY CONTACT: Nancy Feser, Procurement Staff Member

The following shall be a part of RFQ 3282 for *Fire Fuels Reduction and Vegetation Management Services*. If a vendor has already returned a proposal and any of the information provided below changes that proposal, please submit the changes along with this amendment. You need not re-submit an entire proposal prior to the opening date and time.

1. Do you require CD's? or can we use thumb drives?

A thumb drive is acceptable.

2. pg 14 4.3.3 Is the cost for transportation and water to be included in equipment cost?

Yes, these costs should be factored into the bid.

3. pg 15 4.3.6.1 D8 or larger, Is there a horse power and weight requested?
There are many D8's running from 170 hp and up and weights of 50 k to 95 k.

No, As long as the equipment can pull an Ely or smooth chain assembly which is approximately 180 feet in length and weighs approximately 22,000 lbs. – 28,500 lbs. in varied terrain and topographic features including hills, draws in a mountainous setting and capable of mountain seed dribblers we won't dictate the exact type of dozer to be used.

4. pg 17 4.6.1 Is the vender hauling containers or providing containers or both?

Both

5. pg 17 4.6.5 Regarding log trucks - Would they go under this section or other specialized trailers? i.e. hay racks?

Yes, they would fall under hay racks.

6. Will other hauling services be included? i.e. water, log truck, chip truck or other specialized hauling equipment

Yes

7. Page 30/54 Section 10.1.6.4 - Is a 3 ring binder acceptable?

Yes

8. Page 12/54 Section 4.1.91. - Confirming costs are not needed for the response to RFQ.

No, bid/cost will be required on an as needed basis depending on the project.

9. Page 39/54 Section Section 11.2 - How is financial stability determined if financial information (P&L, Balance Sheet) are not required?

Since the projects will be done on an as needed basis, and bids will be requested at that time, the financial stability will not be required as part of the proposal.

10. On pg 4 second paragraph'
What are the boundaries of Northern, Southern, Rural areas?

There are no set boundaries, it is up to the Vendor to identify the areas of the State in which they are willing to operate as stated.

11. On pg 5 - Can the pricing be kept confidential?

No, cost is a matter of public record Per NRS 333, and will be required on a project, by project bases.

ALL ELSE REMAINS THE SAME FOR RFQ 3282.

Vendor shall sign and return this amendment with proposal submitted.

NAME OF VENDOR

GREAT BASIN INSTITUTE

AUTHORIZED
SIGNATURE

[Handwritten Signature]

TITLE

Director DATE 7/28/17

RFQ 3282 Amendment 1

This document must be submitted in the "State Documents" section/tab of vendors' technical proposal

ATTACHMENT A – CONFIDENTIALITY AND CERTIFICATION OF INDEMNIFICATION

Submitted proposals, which are marked “confidential” in their entirety, or those in which a significant portion of the submitted proposal is marked “confidential” **will not** be accepted by the State of Nevada. Pursuant to NRS 333.333, only specific parts of the proposal may be labeled a “trade secret” as defined in NRS 600A.030(5). All proposals are confidential until the contract is awarded; at which time, both successful and unsuccessful vendors’ technical and cost proposals become public information.

In accordance with the Submittal Instructions of this RFQ, vendors are requested to submit confidential information in separate binders marked “**Part I B Confidential Technical**” and “**Part III Confidential Financial**”.

The State will not be responsible for any information contained within the proposal. Should vendors not comply with the labeling and packing requirements, proposals will be released as submitted. In the event a governing board acts as the final authority, there may be public discussion regarding the submitted proposals that will be in an open meeting format, the proposals will remain confidential.

By signing below, I understand it is my responsibility as the vendor to act in protection of the labeled information and agree to defend and indemnify the State of Nevada for honoring such designation. I duly realize failure to so act will constitute a complete waiver and all submitted information will become public information; additionally, failure to label any information that is released by the State shall constitute a complete waiver of any and all claims for damages caused by the release of the information.

This proposal contains Confidential Information, Trade Secrets and/or Proprietary information as defined in *Section 2 “ACRONYMS/DEFINITIONS.”*

Please initial the appropriate response in the boxes below and provide the justification for confidential status.

Part I B – Confidential Technical Information			
YES		NO	
Justification for Confidential Status			

A Public Records CD has been included for the Technical SOQ Proposal			
YES		NO	

Part III – Confidential Financial Information			
YES		NO	
Justification for Confidential Status			

GREAT BASIN INSTITUTE
Company Name

Jerry Keira
Signature

Jerry Keira 7/28/17
Date
Print Name

This document must be submitted in Tab IV of vendor’s technical proposal

ATTACHMENT C – VENDOR CERTIFICATIONS

Vendor agrees and will comply with the following:

- (1) Any and all prices that may be charged under the terms of the contract do not and will not violate any existing federal, State or municipal laws or regulations concerning discrimination and/or price fixing. The vendor agrees to indemnify, exonerate and hold the State harmless from liability for any such violation now and throughout the term of the contract.
- (2) All proposed capabilities can be demonstrated by the vendor.
- (3) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other contractor, vendor or potential vendor.
- (4) All proposal terms, including prices, will remain in effect for a minimum of 180 days after the proposal due date. In the case of the awarded vendor, all proposal terms, including prices, will remain in effect throughout the contract negotiation process.
- (5) No attempt has been made at any time to induce any firm or person to refrain from proposing or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal. All proposals must be made in good faith and without collusion.
- (6) All conditions and provisions of this RFQ are deemed to be accepted by the vendor and incorporated by reference in the proposal, except such conditions and provisions that the vendor expressly excludes in the proposal. Any exclusion must be in writing and included in the proposal at the time of submission.
- (7) Each vendor must disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFQ. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a proposal in response to this RFQ, vendors affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a vendor's proposal. An award will not be made where a conflict of interest exists. The State will determine whether a conflict of interest exists and whether it may reflect negatively on the State's selection of a vendor. The State reserves the right to disqualify any vendor on the grounds of actual or apparent conflict of interest.
- (8) All employees assigned to the project are authorized to work in this country.
- (9) The company has a written equal opportunity policy that does not discriminate in employment practices with regard to race, color, national origin, physical condition, creed, religion, age, sex, marital status, sexual orientation, developmental disability or handicap.
- (10) The company has a written policy regarding compliance for maintaining a drug-free workplace.
- (11) Vendor understands and acknowledges that the representations within their proposal are material and important, and will be relied on by the State in evaluation of the proposal. Any vendor misrepresentations shall be treated as fraudulent concealment from the State of the true facts relating to the proposal.
- (12) Vendor must certify that any and all subcontractors comply with Sections 7, 8, 9, and 10, above.
- (13) The proposal must be signed by the individual(s) legally authorized to bind the vendor per NRS 333.337.

GREAT BASIN INSTITUTE
Vendor Company Name

[Signature]
Vendor Signature

Jeremy Keise
Print Name

7/28/17
Date

This document must be submitted in Tab IV of vendor's technical proposal


ATTACHMENT I – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By:  7/28/17
Signature of Official Authorized to Sign Application Date

For: GREAT BASIN INSTITUTE
Vendor Name

RFQ 3282
Project Title

This document must be submitted in Tab IV of vendor's technical proposal

**Tab V:
Technical Certification of Compliance**

**ATTACHMENT B – TECHNICAL CERTIFICATION OF COMPLIANCE
WITH TERMS AND CONDITIONS OF RFQ**

I have read, understand and agree to comply with *all* the terms and conditions specified in this Request for Qualification.

YES JK I agree to comply with the terms and conditions specified in this RFQ.

NO _____ I do not agree to comply with the terms and conditions specified in this RFQ.

If the exception and/or assumption require a change in the terms in any section of the RFQ, the contract, or any incorporated documents, vendors *must* provide the specific language that is being proposed in the tables below. If vendors do not specify in detail any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

GREAT BASIN INSTITUTE
Company Name

JK
Signature

Terry Keir
Print Name

2/28/17
Date

Vendors MUST use the following format. Attach additional sheets if necessary.

EXCEPTION SUMMARY FORM

EXCEPTION #	RFQ SECTION NUMBER	RFQ PAGE NUMBER	EXCEPTION (Complete detail regarding exceptions must be identified)

ASSUMPTION SUMMARY FORM

ASSUMPTION #	RFQ SECTION NUMBER	RFQ PAGE NUMBER	ASSUMPTION (Complete detail regarding assumptions must be identified)

This document must be submitted in Tab V of vendor's technical proposal

**Tab VI:
General Minimum Qualifications**

Tab VI – General Minimum Qualifications

Vendors must place their written response(s) in *bold/italics* immediately following the applicable RFQ question, statement and/or section.

MINIMUM QUALIFICATIONS

It is *mandatory* that each component listed below in the Minimum Qualifications be addressed. Failure to address each component will result in disqualification of the RFQ response. Vendors proposing to receive an award through this RFQ must provide a detailed description of their SOQ, which must include, at a minimum, the following information.

1. Vendors will be required to have appropriate license(s) and insurance to qualify for all work in this RFQ. Copy of appropriate license(s) must be submitted with proposal; and

Great Basin Institute has the appropriate license(s) and insurance to qualify for the specific tasks applied for in this RFQ proposal. Copies of license(s) and supporting documents are submitted under Tab 4 State Documents.

2. Vendors may also be required to provide a Performance Security in the form of a Surety Bond, Certificate of Deposit or Treasury Note. This requirement will be on a project by project basis, and will be in an amount up to 100% of the project total

Great Basin Institute agrees to acquire appropriate Performance Security in the form of Surety Bond, Certificate of Deposit or Treasury Note, pending award of agreement(s) and dependent on requirements therein.

**Tab VII:
Technical Minimum Qualifications**

Tab VII – Technical Minimum Qualifications

Vendors must place their written response(s) in *bold/italics* immediately following the applicable RFQ question, statement and/or section.

ATTACHMENT H – FIRE FUELS REDUCTION AND VEGETATION SERVICES

Vendors proposing to receive an award through this RFQ must provide the information requested below, please mark each component that pertains to your company. Additional lines have been provided for any additional information.

4. SCOPE OF WORK

SCOPE 4.1	Forest Management Hand Crew Services Specification	SOUTH	NORTH	RURAL	STATE WIDE
4.1.1.1	Fuels reduction	X	X	X	X
4.1.1.2	Tree thinning	X	X	X	X
4.1.1.3	Wildlife habitat improvement	X	X	X	X
4.1.1.4	Erosion control	X	X	X	X

Great Basin Institute has a long history of performing fuels reduction, thinning, habitat improvement, and erosion control projects with hand crews. Further information on our qualifications can be found under Tab VIII – Company Background and References.

SCOPE 4.2	Large Tree Removal Services	SOUTH	NORTH	RURAL	STATE WIDE
4.2.1	Large Tree Removal				

SCOPE 4.3	Forestry Equipment Specificati on	Manufacturer & Model	SOUTH	NORTH	RURAL	STATE WIDE
4.3.2.1	Tree Shears					
4.3.2.2	Brush Masticators – light, medium, and heavy duty					
4.3.2.3	Feller Bunchers					
4.3.2.4	Forwarders					
4.3.2.5	Cut to length operators					
4.3.2.6	Heavy Cranes					
4.3.2.7	Wheeled Skidders					
4.3.2.8	Tracked Skidders					
4.3.2.9	Tub Grinders					
4.3.2.10	Chippers					

SCOPE 4.4	Pesticide Application Specifications	SOUTH	NORTH	RURAL	STATE WIDE
4.4.1	In accordance with NRS 555, vendors must have a Nevada Custom Pest Control License				

License Number:

SCOPE 4.5	Seed Drills/Application Specificatio ns	Manufacturer & Model	SOUTH	NORTH	RURAL	STATE WIDE
4.5.2	Agricultural Seed Drills					

4.5.3	No-Till Drills					
4.5.4	Rangeland Drills					

SCOPE 4.6	Hauling Services Specification	SOUTH	NORTH	RURAL	STATE WIDE
4.6.1 – 4.6.5	Hauling Services				

SCOPE 4.7	Ground Seeders/Spreaders Specification	SOUTH	NORTH	RURAL	STATE WIDE
4.7.1	Hand and Electric Broadcast Seeders	X	X	X	X

Great Basin Institute has a long history of performing hand crew seeding project using hand and electric seeder, as well as seed poles. Further information on our qualifications can be found under Tab VIII – Company Background and References.

SCOPE 4.8	Shrub and Tree Planting Specification	SOUTH	NORTH	RURAL	STATE WIDE
4.8.1	Bare root and Containerized Plants	X	X	X	X

Great Basin Institute has a long history of performing shrub and tree planting projects with hand crews, including planting bare root and containerized plants, and utilizing a variety of hand tools and powered augers to complete the planting. Further information on our qualifications can be found under Tab VIII – Company Background and References.

SCOPE 4.9	Controlled Fire Specification	SOUTH	NORTH	RURAL	STATE WIDE
4.9.1	Crews to apply controlled fire to natural vegetation under specified conditions.				

SCOPE 4.10	Road Construction/Maintenance /Rehabilitation	SOUTH	NORTH	RURAL	STATE WIDE
4.10.2.1	Road Blazing				
4.10.2.2	Grading				
4.10.2.3	Backhoe/Trackhoe Work				
4.10.2.4	Rock Removal				
4.10.2.5	Tree Removal				
4.10.2.6	Cut and Fill Work				
4.10.2.7	Skid Trail Construction				
4.10.2.8	Installation of Drainage Structures:				
	A. Culverts and Bar Ditches				
	B. Rolling Dips				
	C. Trench Drains				
	D. Tile Drains				
	E. Erosion Control Barriers and Structures				
	F. Temporary Drainage Crossings				

**Tab VIII:
Company Background and References**

Tab VIII - COMPANY BACKGROUND AND REFERENCES

8.1 VENDOR INFORMATION

8.1.1 Vendors must provide a company profile in the table format below.

Question	Response
Company name:	Great Basin Institute
Ownership (sole proprietor, partnership, etc.):	Non-profit organization
State of incorporation:	Nevada
Date of incorporation:	1998
# of years in business:	20
List of top officers:	Jerry Keir, Terry Christopher, Kevin Dose
Location of company headquarters:	Reno, NV
Location(s) of the company offices:	Reno, NV; Las Vegas, NV
Location(s) of the office that will provide the services described in this RFQ:	Reno, NV; Las Vegas, NV
Number of employees locally with the expertise to support the requirements identified in this RFQ:	50
Number of employees nationally with the expertise to support the requirements in this RFQ:	50
Location(s) from which employees will be assigned for this project:	Reno, NV; Las Vegas, NV

8.1.2 **Please be advised**, pursuant to NRS 80.010, a corporation organized pursuant to the laws of another state must register with the State of Nevada, Secretary of State’s Office as a foreign corporation before a contract can be executed between the State of Nevada and the awarded vendor, unless specifically exempted by NRS 80.015.

8.1.3 The selected vendor, prior to doing business in the State of Nevada, must be appropriately licensed by the State of Nevada, Secretary of State’s Office pursuant to NRS76. Information regarding the Nevada Business License can be located at <http://sos.state.nv.us>.

Question	Response
Nevada Business License Number:	NV19991295540
Legal Entity Name:	The Great Basin Institute

Is “Legal Entity Name” the same name as vendor is doing business as?

Yes	x	No	
-----	---	----	--

If “No”, provide explanation.

8.1.4 Vendors are cautioned that some services may contain licensing requirement(s). Vendors shall be proactive in verification of these requirements prior to proposal submittal. Proposals that do not contain the requisite licensure may be deemed non-responsive.

8.1.5 Has the vendor ever been engaged under contract by any State of Nevada agency?

Yes	x	No	
-----	---	----	--

If “Yes”, complete the following table for each State agency for whom the work was performed. Table can be duplicated for each contract being identified.

Question	Response
Name of State agency:	Nevada Division of Forestry
State agency contact name:	Kacey KC
Dates when services were performed:	1/8/2010– 12/31/2010
Type of duties performed:	Fuels reduction, hazard tree removal
Total dollar value of the contract:	\$37,678

Question	Response
Name of State agency:	Nevada Department of Administration, Purchasing Division
State agency contact name:	Teri Smith
Dates when services were performed:	1/11/2010 – 12/31/2012
Type of duties performed:	RFP 1805 Fuels Reduction, Scope 1 Forest Management Hand Crew Services
Total dollar value of the contract:	NTE \$3,218,750

Question	Response
Name of State agency:	Nevada Division of Forestry
State agency contact name:	Kacey KC
Dates when services were performed:	1/27/2010 – 12/31/2010
Type of duties performed:	Fuels reduction, cut and pile
Total dollar value of the contract:	\$99,884

Question	Response
Name of State agency:	Nevada Division of Forestry
State agency contact name:	Kacey KC
Dates when services were performed:	1/1/2011– 12/31/2012
Type of duties performed:	Fuels reduction, cut and pile
Total dollar value of the contract:	\$49,931

Question	Response
Name of State agency:	Nevada Division of State Lands
State agency contact name:	David Catalano, Roland Shaw
Dates when services were performed:	2/2/2011– 12/31/2015
Type of duties performed:	Thinning for forest, riparian, and Aspen stand improvements. Wildlife monitoring.
Total dollar value of the contract:	\$585,239

Question	Response
Name of State agency:	Nevada Division of State Lands
State agency contact name:	Elizabeth Harrison
Dates when services were performed:	5/27/2011 – 11/30/2011
Type of duties performed:	Invasive assessment and removal, including hand pulling and pesticide application.
Total dollar value of the contract:	\$28,603.49

Question	Response
Name of State agency:	Nevada Department of Wildlife
State agency contact name:	Shawn Espinosa
Dates when services were	4/2/2012 – 9/20/2012

Question	Response
performed:	
Type of duties performed:	Pinyon-Juniper removal, lop and scatter
Total dollar value of the contract:	\$45,000

Question	Response
Name of State agency:	Nevada Division of State Lands
State agency contact name:	Elizabeth Harrison
Dates when services were performed:	6/5/2012 – 11/30/2013
Type of duties performed:	Invasive assessment and removal, including hand pulling and pesticide application.
Total dollar value of the contract:	\$35,766.15

Question	Response
Name of State agency:	Nevada Department of Wildlife
State agency contact name:	Shawn Espinosa
Dates when services were performed:	5/20/2013 – 12/31/2013
Type of duties performed:	Pinyon-Juniper removal, lop and scatter
Total dollar value of the contract:	\$43,429.77

Question	Response
Name of State agency:	Nevada Department of Wildlife
State agency contact name:	Mark Freese
Dates when services were performed:	7/1/2015 – 12/30/16
Type of duties performed:	Pinyon-Juniper removal, lop and scatter
Total dollar value of the contract:	\$49,075.99

8.1.6 Are you now or have you been within the last two (2) years an employee of the State of Nevada, or any of its agencies, departments, or divisions?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

If “Yes”, please explain when the employee is planning to render services, while on annual leave, compensatory time, or on their own time?

If you employ (a) any person who is a current employee of an agency of the State of Nevada, or (b) any person who has been an employee of an agency of the State of Nevada within the past two (2) years, and if such person will be performing or producing the services which you will be contracted to provide under this contract, you must disclose the identity of each such person in your response to this RFQ, and specify the services that each person will be expected to perform.

8.1.7 Disclosure of any significant prior or ongoing contract failures, contract breaches, civil or criminal litigation in which the vendor has been alleged to be liable or held liable in a matter involving a contract with the State of Nevada or any other governmental entity. Any pending claim or litigation occurring within the past six (6) years which may adversely affect the vendor’s ability to perform or fulfill its obligations if a contract is awarded as a result of this RFQ must also be disclosed. Does any of the above apply to your company?

Yes		No	X
-----	--	----	---

If “Yes”, please provide the following information. Table can be duplicated for each issue being identified.

Question	Response	
Date of alleged contract failure or breach:		
Parties involved:		
Description of the contract failure, contract breach, or litigation, including the products or services involved:		
Amount in controversy:		
Resolution or current status of the dispute:		
If the matter has resulted in a court case:	Court	Case Number
Status of the litigation:		

8.1.8 Vendors must review the insurance requirements specified in **Attachment E, Insurance Schedule for RFQ 3282**. Does your

organization currently have or will your organization be able to provide the insurance requirements as specified in *Attachment E*.

Yes	X	No	
-----	---	----	--

Any exceptions and/or assumptions to the insurance requirements *must* be identified on *Attachment B, Technical Certification of Compliance with Terms and Conditions of RFQ*. Exceptions and/or assumptions will be taken into consideration as part of the evaluation process; however, vendors must be specific. If vendors do not specify any exceptions and/or assumptions at time of their RFQ response submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

Upon contract award, the successful vendor *must* provide the Certificate of Insurance identifying the coverages as specified in *Attachment E, Insurance Schedule for RFQ 3282*.

8.1.9 Company background/history and why vendor is qualified to provide the services described in this RFQ. Limit response to no more than five (5) pages.

The Great Basin Institute (GBI) is a 501(c)(3) non-profit focusing on conservation services and environmental outreach. GBI and its Nevada Conservation Corps (NCC) program have a long history providing hand crew work to State of Nevada agencies as well as other Federal and non-profit partners. Our experienced saw crews are self-contained and offer a complete range of services from timber stand improvement and fuels reduction to invasive removal and re-vegetation, and operate across the Great Basin, eastern Sierras, and Mojave regions.

GBI has a wealth of experience in the treatment of pinyon-juniper (p/j) forests for the purposes of habitat restoration and fuels reduction. GBI has worked on projects consisting of cut and leave treatments of phase 1 and 2 p/j encroachment, as well as cut and pile in phase 3 encroachment. Specific experience relates to the felling, limbing, and bucking of p/j trees; managing and reporting on fuels and habitat treatment projects; providing public benefits through treatment in the form of firewood cutting areas; and working in remote locations away from improved road access. GBI crews are also experienced at working in steep and rocky washes, on steep hillside with loose footing, and around sensitive habitat areas commonly found in and near p/j treatment sites. The experience and knowledge gained from working in these p/j areas, and from overcoming the challenges associated with the conditions of these project areas, relate directly to the hand crew specifications of this RFQ and suggest that Great Basin Institute is well qualified to execute state contracts.

Our fuels reduction and forest restoration projects in mixed conifer forests have focused on the improvement of timber stands and reduction of fuels within the Lake Tahoe region, the eastern Sierras, and across the Great Basin. GBI crews have a wealth of experience with

felling large trees, building burn piles, working in and around environmentally or culturally sensitive sites, removing slash from sites through chipping, and prepping sites for firewood cutting or commercial logging. GBI crews are also experienced working within the urban interface, where much of the felling operations occur within close proximity to houses, roads, utility lines, and other private property. This lends to further experience in precision felling operations, the use of ropes and rigging for directional felling, and frequent interaction with the general public. Furthermore, these experiences gained and challenges faced have prepared GBI to handle biomass utilization, prescription thinning, and intricate project management requirements.

The Great Basin Institute has also worked on numerous habitat restoration projects focusing on re-establishing native plant species and removal of invasive plants. GBI's experience includes number of riparian restoration projects involving the harvest of local willows and transplanting the stakes along impacted stream banks. Additionally, GBI has a wealth of dryland restoration experience planting a variety of native species, both plugs and bare root stock, and using a variety of planting techniques and tools including dibble bars, hoe-dads, and augers. GBI crews also work on fire restoration projects involving installation of erosion control structure and material and reseeding with native seed mixes using hand and powered broadcast seeders. In addition to the wide range of revegetation projects, GBI crews are also experienced in removing and treating invasive species as part of habitat restoration efforts. Past projects have included identifying and removing invasive species using chainsaws or hand tools and safely handling, mixing, and applying herbicides in treated areas.

Regarding implementation, Great Basin Institute conducts site inspections to review the scope with the technical officer to address any questions or concerns prior to implementation. GBI provides all labor, supervision, equipment, supplies, and incidentals required to fully and completely perform project work. Crews are efficient and effective at following prescriptions, identifying unit boundaries, identifying leave trees, and conducting quality control to ensure specifications are met. GBI can mobilize crews of between 5 and 20 members on a single project, providing the flexibility to address a wide range of project needs. Crews spike camp on site for four to eight day hitches, providing for added efficiency in project implementation at remote locations. Crews are led by USFS Class B or C sawyers, and all crew members receive USFS chainsaw usage and safety training.

Over the past fifteen year and across a wide range of forestry and fuels projects, GBI has maintained a reputation for professionalism and excellence. Our references will speak to the diligence and cost effectiveness of GBI crews, and attest to our qualification for providing the services included in this proposal.

8.1.10 Length of time vendor has been providing services described in this RFQ to the public and/or private sector. Please provide a brief description.

Great Basin Institute founded the Nevada Conservation Corps in 1999. Since inception, NCC hand crews have supported Nevada's public land managers to complete conservation

and restoration initiatives focused on reducing fuels through thinning projects, native seeding, and native planting projects. Our partners include federal, state, local governments, and other non-profit organizations.

8.1.11 Financial information and documentation to be included in Part III, Confidential Financial Information of vendor’s response in accordance with Section 10.5, Part III – Confidential Financial Information.

8.2 SUBCONTRACTOR INFORMATION

8.2.1 Does this RFQ response include the use of subcontractors?

Yes		No	X
-----	--	----	---

If “Yes”, vendor must:

8.2.1.1 Identify specific subcontractors and the specific requirements of this RFQ for which each proposed subcontractor will perform services.

8.2.1.2 If any tasks are to be completed by subcontractor(s), vendors must:

- A. Describe the relevant contractual arrangements;
- B. Describe how the work of any subcontractor(s) will be supervised, channels of communication will be maintained and compliance with contract terms assured; and
- C. Describe your previous experience with subcontractor(s).

8.2.1.3 Vendors must describe the methodology, processes and tools utilized for:

- A. Selecting and qualifying appropriate subcontractors for the project/contract;
- B. Ensuring subcontractor compliance with the overall performance objectives for the project; and
- C. Ensuring that subcontractor deliverables meet the quality objectives of the project/contract; and
- D. Providing proof of payment to any subcontractor(s) used for this project/contract, if requested by the State. Proposal

should include a plan by which, at the State’s request, the State will be notified of such payments.

8.2.1.4 Provide the same information for any proposed subcontractors as requested in *Section 5.1, Vendor Information*.

8.2.1.5 Business references as specified in *Section 5.3, Business References* must be provided for any proposed subcontractors.

8.2.1.6 Vendor shall not allow any subcontractor to commence work until all insurance required of the subcontractor is provided to the vendor.

8.2.1.7 Vendor must notify the using agency of the intended use of any subcontractors not identified within their original proposal and provide the information originally requested in the RFQ in *Section 5.2, Subcontractor Information*. The vendor must receive agency approval prior to subcontractor commencing work.

8.3 BUSINESS REFERENCES

8.3.1 Vendors should provide a minimum of three (3) business references from similar projects performed for private, state and/or large local government clients within the last three (3) years.

8.3.2 Vendors must provide the following information for every business reference provided by the vendor and/or subcontractor:

The “Company Name” must be the name of the proposing vendor or the vendor’s proposed subcontractor.

Reference #:	1		
Company Name:	Great Basin Institute		
<i>Identify role company will have for this RFQ project (Check appropriate role below):</i>			
<i>X</i>	VENDOR		SUBCONTRACTOR
Project Name:	Great Basin National Park Ecosystem Restoration		
Primary Contact Information			
Name:	Meg Horner		
Street Address:	100 Great Basin National Park		
City, State, Zip	Baker, NV 89311		
Phone, including area code:	775-234-7562		
Facsimile, including area code:	775-234-7269		
Email address:	margaret_horner@nps.go		

Alternate Contact Information	
Name:	Bryan Hamilton
Street Address:	100 Great Basin National Park
City, State, Zip	Baker, NV 89311
Phone, including area code:	775-234-7563
Facsimile, including area code:	775-234-7269
Email address:	Bryan_hamilton@nps.gov
Project Information	
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	The purpose of this project was to restore sagebrush, riparian, and aspen ecosystems and to reduce hazardous fuels. The work reduced the risk of catastrophic fire to natural resources, infrastructure, and campgrounds. The work involved using chainsaws to cut trees and vegetation, hauling and piling fuel wood, seeding native plant species, and chipping or piling slash according to prescriptions developed by the NPS. Great Basin Institute collected GPS and photo documentation of work completed and submitted data in semi-annual reports to the NPS.
Original Project/Contract Start Date:	09/01/2014
Original Project/Contract End Date:	08/31/2019
Original Project/Contract Value:	\$60,776.95
Final Project/Contract Date:	06/30/2017
Was project/contract completed in time originally allotted, and if not, why not?	Yes, the project was completed early.
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	Yes, the project was completed on budget.

Reference #:	2		
Company Name:	Great Basin Institute		
Identify role company will have for this RFQ project (Check appropriate role below):			
<input checked="" type="checkbox"/>	VENDOR	<input type="checkbox"/>	SUBCONTRACTOR
Project Name:	BLM Ely District Office Fuels Reduction		

Primary Contact Information	
Name:	Cody Coombs
Street Address:	702 N. Industrial Way
City, State, Zip	Ely, NV 89301
Phone, including area code:	775-289-1854
Facsimile, including area code:	775-289-1910
Email address:	ccoombs@blm.gov
Alternate Contact Information	
Name:	Katie Walsh
Street Address:	702 N. Industrial Way
City, State, Zip	Ely, NV 89301
Phone, including area code:	775-289-1867
Facsimile, including area code:	775-289-1910
Email address:	kwalsh@blm.gov
Project Information	
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	This project has focused on Pinyon-Juniper removal for sage-grouse habitat restoration and fuels reduction. Work consisted of removal of all Pinyon and Juniper trees with chainsaws from project areas. Cut material was lopped and scattered, cut and piled for burning, or cut into firewood material and stacked in log decks depending on the prescription for individual sites. Work has been scheduled yearly on an IDIQ basis with additional funding being added dependent on BLM project needs. GPS and photo documentation was collected for work completed, and data was submitted in annual reports to the BLM.
Original Project/Contract Start Date:	09/05/2013
Original Project/Contract End Date:	05/14/2018
Original Project/Contract Value:	\$543,246.00
Final Project/Contract Date:	Ongoing
Was project/contract completed in time originally allotted, and if not, why not?	Yes, contracted work has been completed in full on a yearly basis.
Was project/contract completed within or under the original budget/ cost proposal, and if not,	Yes, all work has been completed on or under budget so far.

why not?	
----------	--

Reference #:	3
Company Name:	Great Basin Institute
Identify role company will have for this RFQ project (Check appropriate role below):	
<input checked="" type="checkbox"/>	VENDOR
	SUBCONTRACTOR
Project Name:	Edwards Creek Lek Restoration
Primary Contact Information	
Name:	Mark Freese
Street Address:	1100 Valley Road
City, State, Zip	Reno, NV 89512
Phone, including area code:	775-688-1145
Facsimile, including area code:	775-688-1889
Email address:	Markfreese@ndow.org
Alternate Contact Information	
Name:	Melanie Cota
Street Address:	5665 Morgan Mill Road
City, State, Zip	Carson City, NV 89701
Phone, including area code:	775-885-6075
Facsimile, including area code:	775-885-6147
Email address:	mcota@blm.gov
Project Information	
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	This was a joint project between NDOW, BLM, NFWF, and GBI to restore sage grouse habitat through the removal of Phase 1 and 2 Pinyon-Juniper encroachment. Work consisted of using chainsaws to cut, lop, and scatter all Pinyon and Juniper trees within the Phase 1 and 2 growth identified on the worksite. Phase 3 sites with minimal understory were left uncut as natural upland areas. GPS and photo documentation was collected for work completed, and data was submitted in annual reports to NDOW and NFWF.
Original Project/Contract Start Date:	07/01/2015
Original Project/Contract End Date:	12/30/2016

Original Project/Contract Value:	\$98,913.07
Final Project/Contract Date:	09/30/2017
Was project/contract completed in time originally allotted, and if not, why not?	No, project work in 2015 had to be delayed due to heavy snow fall. The project was extended until 09/30/2017, and the project was completed under the new time line.
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	Yes, the project was completed on budget.

Reference #:	4		
Company Name:	Great Basin Institute		
<i>Identify role company will have for this RFQ project (Check appropriate role below):</i>			
<input checked="" type="checkbox"/>	VENDOR	<input type="checkbox"/>	SUBCONTRACTOR
Project Name:	BLM S NV Restoration		
Primary Contact Information			
Name:	JJ Smith		
Street Address:	4701 North Torrey Pines Drive		
City, State, Zip	Las Vegas, NV 89130		
Phone, including area code:	702-515-5070		
Facsimile, including area code:	702-515-5023		
Email address:	jpsmith@blm.gov		
Alternate Contact Information			
Name:	Corrin Floyd		
Street Address:	4701 North Torrey Pines Drive		
City, State, Zip	Las Vegas, NV 89130		
Phone, including area code:	801-592-9826		
Facsimile, including area code:	702-515-5023		
Email address:	cfloyd@blm.gov		
Project Information			
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	This project had a number of objectives. First was the removal of invasive Tamarisk trees. GBI crews cut the trees using chainsaws, handsaws, and loppers, making sure to remove all green sprouts and flush cut the stump. Stumps were treated with Garlon to prevent re-growth. Cut material was either chipped and dispersed on site or piled into burn piles. The second project involved		

	revegetation efforts. GBI crews used augers and hand tools to plant a wide variety of native vegetation in impacted areas. A third project involved res-seeding efforts. GBI crews used hand spreaders and seeding poles to apply a native seed mix in multiple restoration areas. GBI crews also collected GPS tracks and photo points of treated areas.
Original Project/Contract Start Date:	08/06/2014
Original Project/Contract End Date:	05/14/2018
Original Project/Contract Value:	\$434,469.27
Final Project/Contract Date:	Ongoing
Was project/contract completed in time originally allotted, and if not, why not?	The project is ongoing, but contracted work has been completed in full on a yearly basis.
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	Yes, the project is on budget.

- 8.3.3 Vendors must also submit ***Attachment F, Reference Questionnaire*** to the business references that are identified in ***Section 5.3.2***.
- 8.3.4 The company identified as the business references must submit the Reference Questionnaire directly to the Purchasing Division.
- 8.3.5 It is the vendor’s responsibility to ensure that completed forms are received by the Purchasing Division on or before the deadline as specified in ***Section 9, RFQ Timeline*** for inclusion in the evaluation process. Reference Questionnaires not received, or not complete, may adversely affect the vendor’s score in the evaluation process.
- 8.3.6 The State reserves the right to contact and verify any and all references listed regarding the quality and degree of satisfaction for such performance.

**Tab IX:
Proposed Staff Resumes**

PROPOSED STAFF RESUMES

A resume must be completed for all proposed contractor staff and proposed subcontractor staff.

COMPANY NAME:		Great Basin Institute	
<input checked="" type="checkbox"/> Contractor		<input type="checkbox"/> Subcontractor	
Name:	Ruben Miguel Gonzales		<input checked="" type="checkbox"/> Key Personnel
Classification:	Forestry Coordinator	# of Years in Classification:	4
Brief Summary: of Experience:	Pre-commercial thinning, fuel reduction, lop and scatter, hand piling, roping and rigging, roadside chipping, hazard tree removal, project management		
# of Years with Firm:	6.5		
RELEVANT PROFESSIONAL EXPERIENCE			
Required Information:	05/27/2014 to Present Great Basin Institute BLM Ely District Office Cody Coombs 702 N Industrial Way, Ely, NV 89301 775-289-1854, ccoombs@blm.gov Project Manager 10 to 25 weeks per year of IDIQ cut and pile or lop and scatter treatments		
MMYYYY to Present: Vendor Name: Client Name: Client Contact Name: Client Address, Phone Number, Email: Role in Contract/Project: Details and Duration of Contract/Project:			
Required Information:	09/07/2015 to 09/30/2017 Great Basin Institute Nevada Department of Wildlife Mark Freese 1100 Valley Road, Reno, NV89512 775-688-1145, markfreese@ndow.org Project Manager 32 weeks of lop and scatter		
MMYYYY to MMYYYY: Vendor Name: Client Name: Client Contact Name: Client Address, Phone Number, Email: Role in Contract/Project: Details and Duration of Contract/Project:			
Required Information:	05/28/2013 to 09/26/2013 Great Basin Institute Lake Tahoe Basin Management Unit Brian Garrett 35 College Drive, S Lake Tahoe, CA 96150 530-543-2617. bdgarrett@fs.fed.us Crew Supervisor 18 weeks of hand thinning, hazard tree removal, and hand piling.		
MMYYYY to MMYYYY: Vendor Name: Client Name: Client Contact Name: Client Address, Phone Number, Email: Role in Contract/Project: Details and Duration of Contract/Project:			
EDUCATION			
<i>Description</i>			<i># of Years Experience</i>
Institution Name:	North Carolina State University		
City:	Raleigh		
State:	North Carolina		
Degree/Achievement:	Minor in Forest Management		
Certifications:	USFS C faller		1
REFERENCES			

<p><i>Minimum of three (3) required, including name, title, organization, phone number, fax number and email address</i></p>	<p>Cody Coombs, Hazardous Fuels Program Manager, BLM Ely District, 775-289-1854 (phone), 775-289-1910 (Fax), ccoombe@blm.gov</p>
	<p>Mark Freese, Habitat Biologist, NDOW, 775-688-1145 (phone), 775-688-1889 (fax), markfreese@ndow.org</p>
	<p>Bryan Hamilton, Wildlife Biologist, Great Basin National Park, 775-234-7563 (phone), 775-234-7269 (fax), bryan_hamilton@nps.gov</p>

COMPANY NAME:		Great Basin Institute	
<input checked="" type="checkbox"/> Contractor		<input type="checkbox"/> Subcontractor	
Name:	Michael Serio	<input type="checkbox"/> Key Personnel	
Classification:	Crew Coordinator	# of Years in Classification:	2
Brief Summary of Experience:	I have worked with Great Basin Institute scheduling crew work, collecting project specifications and logistics from partners, lining crews out in the field, ensuring project specifications are met, and collecting and managing project data.		
# of Years with Firm:	2 years		
RELEVANT PROFESSIONAL EXPERIENCE			
Required Information:			
<p><i>MMYYYY to Present: 032016 to Present</i> <i>Vendor Name: Great Basin Institute</i> <i>Client Name:</i> <i>Client Contact Name:</i> <i>Client Address, Phone Number, Email:</i> <i>Role in Contract/Project:</i> <i>Details and Duration of Contract/Project:</i></p>		<p>092016 to 102017 Great Basin Institute Bureau of Land Management Katie Walsh Ely, NV, Project Manager/Habitat Restoration and Fuels Reduction Pinyon-Juniper removal in the Steptoe Valley for the purpose of sage grouse habitat restoration. Obtained project information from client, lined out crews in the field, and collecting data in the field. Project last two years.</p>	
Required Information:			
<p><i>MMYYYY to MMYYYY:</i> <i>Vendor Name:</i> <i>Client Name:</i> <i>Client Contact Name:</i> <i>Client Address, Phone Number, Email:</i> <i>Role in Contract/Project:</i> <i>Details and Duration of Contract/Project:</i></p>		<p>062014 to 112014 Watershed Dynamics State of New Mexico --- --- Sawyer Conducted thinning on private property to create cross canyon fire breaks. One year.</p>	

Required Information:	
MMYYYY to MMYYYY:092013 to 102013	092013 to 102013
Vendor Name:Philmont Scout Ranch	Philmont Scout Ranch
Client Name:Philmont Scout Ranch	Philmont Scout Ranch
Client Contact Name:Mark Anderson	Mark Anderson
Client Address, Phone Number, Email:	17 Deer Run Rd, Cimarron, NM 87714 575-376-2281
Role in Contract/Project:	Crew Foreman
Details and Duration of Contract/Project:	Removal of standing dead trees and blowdowns from camping areas throughout Philmont.

EDUCATION

	<i>Description</i>	<i># of Years Experience</i>
Institution Name:	Rowan University	4
City:	Glassboro	
State:	New Jersey	
Degree/Achievement:	Bachelor of Science: Liberal Studies: Math/Science	
Certifications:	USFS C faller	1

REFERENCES

<p>Minimum of three (3) required, including name, title, organization, phone number, fax number and email address</p>	<p>John Celley Conservation Foreman Philmont Scout Ranch 505-423-0312 john.celley@scouting.org</p> <p>Mark Schuetz Owner Watershed Landcare, LLC 575-751-4314 nmwatershed@gmail.com</p> <p>Katie Walsh Natural Resource Specialist Bureau of Land Management Office: 775-289-1867 Fax: 775-289-1910 kwalsh@blm.gov</p>
--	--