

REQUEST FOR PROPOSALS

Upper Wenatchee Defensible Space Project

December 2025



Chelan County Natural Resources Department
411 Washington St., Suite 201
Wenatchee, WA 9880

Chelan County Natural Resources Department

Upper Wenatchee Defensible Space Project

All Proposals are Due by: 5:00 PM PDT Monday, December 22nd, 2025

The office responsible for answering all questions regarding these bid documents and to show the project to prospective bidders is:

Contracting Agency:

Chelan County Natural Resources Department
411 Washington St., Suite 201
Wenatchee, WA 98801

Contracting Officer:

Hannah Pygott, Senior Natural Resource Specialist
Chelan County Natural Resources Department
411 Washington St., Suite 201
Wenatchee, WA 98801
Phone: (509) 670-9306
Email: Hannah.pygott@co.chelan.wa.us

Project Manager:

Erin McKay, Senior Natural Resource Specialist
Chelan County Natural Resources Department
411 Washington St., Suite 201
Wenatchee, WA 98801
Phone: (509) 630-5303
Email: erin.mckay@co.chelan.wa.us

TABLE OF CONTENTS

<u>SECTION TITLE</u>	<u>PAGE NUMBER</u>
BID SUBMITTAL PACKAGE	
INVITATION TO BID AND BIDDING INSTRUCTIONS	5
BID PROPOSAL FORM	8
BIDDER INFORMATION	9
NON-COLLUSION DECLARATION	10
CERTIFICATION REGARDING DEBARMENT	11
CERTIFICATION OF COMPLIANCE WITH WAGE PAYMENT STATUTES	13
BONDING AND CLAIMS	14
CONTRACT PACKAGE	15
AGREEMENT	16
PERFORMANCE AND PAYMENT BOND	18
NOTICE OF AWARD	21
NOTICE TO PROCEED	22
SECTION 1 GENERAL REQUIREMENTS	
1-01 DEFINITIONS AND TERMS	24
1-02 BID PROCEDURES AND CONDITIONS	25
1-03 AWARD AND EXECUTION OF CONTRACT	29
1-04 SCOPE OF WORK	31
1-05 CONTROL OF WORK	31
1-06 LEGAL RELATIONS AND RESPONSIBILITIES TO THE PUBLIC	33
1-07 PROSECUTION AND PROGRESS	40
1-08 MEASUREMENT AND PAYMENT	42
SECTION 2 TREATMENT SPECIFICATIONS	
2-01 DEFENSIBLE SPACE TREATMENTS	44
2-02 MATERIALS AND EQUIPMENT	44
2-03 CONSTRUCTION REQUIREMENTS	44
2-04 MEASUREMENT AND PAYMENT	46

BID SUBMITTAL PACKAGE

INVITATION TO BID AND BIDDING INSTRUCTIONS

Upper Wenatchee Defensible Space Project

Chelan County Natural Resources Project: Chelan County Natural Resources Department seeks a qualified Contractor to implement the Upper Wenatchee Defensible Space Project, in Chelan County, WA. This contract provides for the implementation of defensible space work across up to 112 private parcels in the Upper Wenatchee Area. This project will: 1) implement vegetation removal with the 100 ft perimeter around homes to achieve defensible space in accordance with FEMA and NFPA recommendations; 2) assist homeowners in creating a five (5) foot wide perimeter of non-combustible defensible space in the “immediate zone” directly around their structures; and 3) aid in the coordination of ignition resistant retrofitting on up to five structures within the project area. Guidelines for improving defensible space within 100ft of structures include: vegetation reduction of material less than 12” dbh (cutting, limbing, raking, chipping) and combustible material removal. Each parcel will be evaluated in zones; 0-5’ from the structure, 5-30’ from the structure and 30-100’ from the structure. All site work will fall under the most recent version of the FEMA guidance of Technical Fact Sheet No. DR-4634 – Defensible space. This project is funded by FEMA and WA-EMD via the Hazard Mitigation Grant Program.

The Contracting Agency in partnership with the Lake Wenatchee Fire and Rescue is working on a coordinated outreach effort to secure landowner participation in the program based on the overall master list, which the Contractor will provide support in as necessary. Once landowner participation is secured, the Contractor will develop individual Home Assessments, Defensible Space Plans and Quotations for work for each targeted parcel. The Contractor will be required to take and maintain photo documentation for each parcel, coordinate rebate packages and complete parcel level documentation for submittal to the Contracting Agency. The Contractor must have access to a licensed Home Assessment software which aligns with the most recent FEMA/ NFPA recommendations and the requirements of this project, which they have utilized on previous projects. There is a match requirement for this project which will be provided via landowner volunteer time and documented landowner expenses which comply with the approved scope of work. Additional information is included in Section 2 of this document.

All onsite work shall occur by May 31st, 2026, (unless otherwise approved by the Contracting Agency). An extension of contract term beyond May 31st, 2026 is possible for some parcels within the project area, but this extension is dependent on the funding source.

Bidders must have experience in this type of work and be licensed to do so. Bidders must on or have access to all equipment necessary to complete the referenced work and adequate personal to accomplish work within the established timeframe, including the software necessary to conduct home assessments. Bidders must provide a minimum of three previous project examples and references for similar work with their bid.

A mandatory virtual pre-bid conference will be held on Tuesday December 16th, 2025 at 9:00AM. Attendees can join via phone by dialing +1(253)205-0468 and entering the pin 89214408393#, or via weblink at <https://us06web.zoom.us/j/89214408393>. A minimum of one representative from each Prime Contractor that intends to submit a bid is required to attend.

The County of Chelan in accordance with Title VI of the Civil Rights Act of 1964, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, gender, color or national origin in consideration for an award.

This contract is subject to the minimum wage requirements of the Davis-Bacon and Related Acts (DBRA) (40 U.S.C. 276a to 276a-7 as supplemented by the Department of Labor Regulations 29 CFR Part 5). For additional information, see section 1-06 or <https://www.dol.gov/agencies/whd/government-contracts/construction/faq>.

A. DELIVERY OF PROPOSALS AND BID OPENING

The Chelan County Natural Resources Department will receive proposals until Monday December 22nd, 2025 at 5:00 PM PST. Proposals shall be submitted via email to Hannah Pygott at Hannah.pygott@co.chelan.wa.us

B. BID CONTENTS

1. Bid Proposal (Prices must be shown on every unit item and the total. Quantities, where not listed shall be estimated by the bidder and shown; Executed by Principal or Authorized Officer.);
2. Bidder Information Sheet with qualification and reference criteria completed;
3. Non-Collusion Declaration;
4. Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions;
5. Certification of Compliance with Wage Payment Statutes;
6. Bonding and Claims Information.
7. Any required relevant prequalification requirements and documentation as outlined in section 1-02.1.

C. BID REVIEW AND EVALUATION

Chelan County Natural Resources Department reserves the right to reject any or all bids, waive informalities, and to contract as the best interests of Chelan County may require. When evaluating bids, the following criteria, in addition to price, will be considered:

1. Total Project Cost
2. The bidder's qualifications and eligibility to contract under applicable laws and regulations;
3. The bidder's compliance with the terms and conditions of this request for bids;
4. Any additional evaluation criteria contained in the plans, specifications and addenda; and
5. Not currently be debarred, suspended or under other sanctions pursuant to Executive Order 12549. Disbarment and Suspension 13 CFR Part 145 of the U. S. Small Business Administration. Bidder is required to complete "Certification regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions"
6. The bidder's experience, technical qualifications and skill;
7. The guaranteed availability of equipment and personnel needed to complete work;
8. The bidder's ability and capacity to fully perform within the time required, taking into account the bidder's existing performance commitments and past performance;
9. Any other information as may have a bearing on the bid.

D. CONTRACT DOCUMENTS FOLLOWING AWARD

Each Bidder's attention is especially called to the following documents that must be fully completed, executed and submitted to Chelan County if successful Bidder:

1. Notice of Award - To be executed by the successful Bidder upon receipt of issuance by the Chelan County Board of Commissioners.
2. Agreement - To be executed by the successful Bidder.

3. Payment and Performance Bond - To be executed by the successful Bidder and the Bidder's Surety Company. May be waived in lieu of 10% retainage for 30 days following project completion.
4. Certificate of Insurance - To be executed by the successful Bidder's Insurance Company.
5. Notice to Proceed- To be executed by the Contractor upon receipt by the Contracting Agency.

E. CANCELLATION BY COUNTY

In its sole discretion, Chelan County may cancel any bid award upon written notification to the successful bidder within 30 (thirty) days after the date of the bid award, without any cost, expense, penalty or damages payable to the successful bidder.

BID PROPOSAL FORM

Upper Wenatchee Defensible Space Project

TO: Board of Chelan County Commissioners, Wenatchee, Washington

The Undersigned certify that they have examined the location of the project and read and thoroughly understand the plans, specifications and contract governing the work embraced in this improvement or as much thereof as can be completed with the money available, in accordance with the said plans, specifications, and contract, and the following schedule of rates and prices.

UPPER WENATCHEE DEFENSIBLE SPACE PROJECT BID				
Item	Spec #	Description	Unit	Unit Price
1	2-03	PROJECT MANAGEMENT	HR	
2	2-03	SITE WORK	HR	
Base Bid Total				

Site Work detail- Bidders must fill out:

Crew (minimum 2 persons)	Hourly Rate	Total Daily Rate (8 Hours)	Notes/Assumptions
Equipment Available (included in daily rate)			Notes/Assumptions
Additional Equipment Available (not included in daily rate)	Rate	Total	Notes/Assumptions

The aforementioned sum shall not include Washington State sales tax.

PRINT BIDDER NAME

DATE

SIGNATURE OF PRINCIPAL OR OFFICER

BIDDER INFORMATION**PROJECT:** Upper Wenatchee Defensible Space Project

Contractor registration, bonding and insurance information will be confirmed through Department of Labor and Industries at 1.800.647.0982 and 1.360.902.5230.

CONTRACTOR:NAME (Exactly as Registered)TELEPHONE NO.ADDRESSCITYSTATEZIPREGISTRATION NO.EXPIRATION
DATEFEDERAL TAX IDUBI NO.SOLE PROPIERTORSHIPPARTNERSHIPCORPORATIONJOINT VENTURELLC**PRINCIPALS:**

Pursuant with section 1-02.1- Please provide a summary of capabilities, qualifications and experience completing other similar work as well as a minimum of three references including current contact information for similar type work. Bidders shall use additional space and pages as necessary to provide the required information.

NON-COLLUSION DECLARATION

I, by signing the proposal, hereby declare, under penalty of perjury under the laws of the United States that the following statements are true and correct:

1. That the undersigned person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint for free competitive bidding in connection with the project for which this proposal is submitted.
2. That by signed the signature page of this proposal, I am deemed to have signed and have agreed to the provisions of this declaration.

FAILURE TO RETURN THIS DECLARATION AS PART OF THE BID SUBMITTAL PACKAGE WILL MAKE THE BID NONRESPONSIVE AND INELIGIBLE FOR AWARD.

Business Name _____

Date _____

By _____
(Authorized Signature)

(Name and Title)

CERTIFICATION REGARDING DEBARMENT

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE

- 1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name _____

Date _____

By _____
(Authorized Signature)

(Name and Title)

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-- Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Non-Procurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

CERTIFICATION OF COMPLIANCE WITH WAGE PAYMENT STATUTES

The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date, the bidder is not a “willful” violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

BIDDER’S BUSINESS NAME

SIGNATURE OF AUTHORIZED OFFICIAL*

PRINTED NAME

TITLE

DATE

CITY

STATE

Check One:

Sole Proprietorship ☐ Partnership ☐ Joint Venture ☐ Corporation ☐

State of Incorporation, or if not a corporation, State where business entity was formed:

If a co-partnership, give firm name under which business is transacted:

** If a corporation, proposal must be executed in the corporate name by the president or vice-president (or any other corporate officer accompanied by evidence of authority to sign). If a co-partnership, proposal must be executed by a partner.*

BONDING AND CLAIMS

*** This form indicates that the Bidder is a licensed and bonded contractor in Washington State.

BONDING COMPANY NAME (Exactly as Registered)

ADDRESS

CITY

STATE

ZIP

REGISTRATION BOND NO.

\$

AMOUNT

EXPIRATION DATE

Are there claims pending against your bond? ☐ Yes ☐ No

If yes, what are each claimant's name, reasons for the claim, amount claimed, date, and place of filing?

Have there been tax liens or judgments against you filed by the Internal Review Service, Department of Revenue, Employment Security Department or Department of Labor & Industries within the last three (3) years resulting from non-payment of employee taxes? ☐ Yes ☐ No

If yes, what date and in which County did each filing occur?

Are there any lawsuits or unsatisfied judgments pending against you?

☐ Yes ☐ No

If yes, what date and in which County is each lawsuit pending or judgment entered?

CONTRACT PACKAGE

AGREEMENT

THIS AGREEMENT, made this _____ day of _____, _____, by and between Chelan County hereinafter called "CONTRACTING AGENCY" and _____ doing business as (an individual) or (a partnership) or (a corporation) hereinafter called "CONTRACTOR".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The CONTRACTOR will furnish all of the materials, supplies, tools, equipment, labor, and other services necessary to fulfill the **Upper Wenatchee Defensible Space Project** in accordance with the CONTRACT DOCUMENTS.
2. The CONTRACTOR will commence the work required by this contract on a date to be specified in the NOTICE TO PROCEED.
3. The CONTRACTOR shall obtain approval of COMPLETION for all contracted work on or before May 31st, 2026.
4. The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the unit prices shown in the Bidder provided Quote/ Bid Proposal Form (*Not including Washington State Sales Tax*). Unit prices will be multiplied by the quantity of work actually completed for each pay item on the Proposal Form. Increased or Decreased Quantities, or Changed Conditions, may alter the final payment to Contractor.
5. By signing this agreement, the Contractor certifies that neither it nor its principals are presently debarred, suspended, ineligible, or voluntarily excluded from Federal Procurement or Non-procurement Programs.
6. Executive Order 13224 and the USA Patriot Act prohibits recipients of Federal funds from knowingly conducting business with, employing individuals from, or contributing funds to persons or entities associated with terrorist activities or support. By signing this agreement, the Contractor certifies that it does not knowingly employ individuals or contribute funds to entities or persons on either the Department of Treasury's Office of Foreign Assets Control Specially Designated Nationals List, the Terrorist Exclusion List, or any other watch list produced by or recognized by the Federal government that may amend, supplement, or supersede any or all of the above-mentioned lists.
7. The Contractor shall comply with nondiscrimination requirements contained in various federal laws.
8. A Contract Bond (Payment and Performance Bond) will be required. The Contractor may request the Contracting Agency to waive the bonds and instead retain 10% of the contract amount for 30 days after the date of final acceptance.
9. The CONTRACTOR shall submit applications for payment to the CONTRACTING AGENCY.
10. The term "CONTRACT DOCUMENTS" means and includes the following:
 - (A) BIDDING INSTRUCTIONS/ INVITATION TO BID
 - (B) BID PROPOSAL
 - (C) BIDDER INFORMATION
 - (D) NON-COLLUSION DECLARATION
 - (E) CERTIFICATION REGARDING DEBARMENT
 - (F) BONDING AND CLAIMS
 - (G) CERTIFICATE OF COMPLIANCE WITH WAGE PAYMENT STATUTES
 - (H) AGREEMENT
 - (I) PERFORMANCE AND PAYMENT BOND
 - (J) NOTICE OF AWARD
 - (K) NOTICE TO PROCEED
 - (L) CHANGE ORDER(s)
 - (M) PROJECT MANUAL WITH ALL APPENDICES

11. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized official, this Contract in triplicate. The Contract will be effective on _____ (insert date)

CONTRACTING AGENCY**CONTRACTOR**_____
SIGNATURE_____
SIGNATURE_____
PRINT NAME_____
PRINT NAME_____
TITLE (SEAL)ATTEST:
Clerk of the Board_____
ADDRESS_____
TITLE (SEAL)_____
SIGNATUREEMPLOYER ID
NUMBER: __________
PRINT NAME

ATTEST:

TITLE_____
SIGNATURE_____
PRINT NAME_____
TITLE

PERFORMANCE AND PAYMENT BOND

*****Please Choose either Option A or Option B depending on Project Cost and/or Preference.*****

☐ **OPTION A:**

KNOW ALL PERSONS BY THESE PRESENTS: that whereas Chelan County, Wenatchee, Washington a municipal corporation has awarded to:

CONTRACTOR NAME

hereinafter designated as the "CONTRACTOR" a contract for work items, which contract consists of the Proposal/Agreement, together with the Contract Documents, Specifications, Addenda and Plans, all as hereto attached and made a part hereof, and more particularly described as:

Upper Wenatchee Defensible Space Project

and whereas said CONTRACTOR is required under the terms of said contract to furnish a bond for the faithful performance of said contract:

NOW, THEREFORE, we the CONTRACTOR and

_____, a corporation, organized and existing under and by virtue of the laws of the State of Washington, and duly authorized to do business in the State of Washington as surety, are firmly bound unto Chelan County in the sum of _____ dollars (\$ _____) lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that if the above bonded CONTRACTOR, his or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and agreements in said contract, and shall faithfully perform all the provisions of such contract, and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions and agreements of any and all duly authorized modifications of said contract that may hereafter be made, at the time and in the manner therein specified; and shall pay all laborers, mechanics, subcontractors and materialmen, and all persons who shall supply such person or persons, or subcontractors, with provisions and supplies for the carrying on of such work on his or their parts; and shall indemnify and save harmless the CONTRACTING AGENCY, its officers and agents, from any loss or damage occasioned to any person or property by reason of any carelessness or negligence on the part of said principal, or any subcontractor, in the performance of said contract or any modifications thereof; and shall further indemnify and save harmless Chelan County, its officers and agents, from any damage or expense by reason of failure of performance as required by said contract, or any modifications thereof, then this obligation shall become null and void, otherwise it shall be and remain in full force and effect.

And the said surety, for value received, hereby further stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the work to be performed thereunder or the specifications accompanying the same shall in any way affect its obligation on this bond, and it does hereby waive notice of any change, extension of time, alternations or additions to the terms of the contract

or the work or to the specifications. This Bond is provided pursuant to and shall be construed in accordance with Ch. 39.08 RCW.

IN WITNESS THEREOF, the said CONTRACTOR and the said surety caused this bond and three (3) counterparts thereof to be signed and sealed by their duly authorized officers, this _____ day of _____, 20____.

PRINCIPAL

BY _____

TITLE _____

ATTEST (If Corporation)

WITNESSES (If Individual or Partnership)

CORPORATE SEAL

BY _____

TITLE _____

APPROVED AS TO FORM

SURETY _____

BY _____

BY _____

(Attorney for _____)

Address of local office and agent of Surety Company is:

☐ **OPTION B:**

Under Senate Bill 5734, for public works contracts under \$150,000 that require performance and payment bonds, the Contractor may request the Contracting Agency to waive the bonds and instead retain 10% of the contract amount for 30 days after the date of final acceptance, or until the

receipt of all necessary releases from the Department of Revenue and Department of Labor and Industries, whichever is later. NOW, THEREFORE, we the CONTRACTOR and _____, a corporation, organized and existing under and by virtue of the laws of the State of Washington, request to opt for 10% retainage as stated above in lieu of the required performance and payment bonds on this _____ day of _____, 20____.

PRINCIPAL

BY _____

TITLE _____

ATTEST (If Corporation)

WITNESSES (If Individual or Partnership)

NOTICE OF AWARD**DATED** _____**TO** _____**ADDRESS** _____**PROJECT** Upper Wenatchee Defensible Space Project

The CONTRACTING AGENCY has considered the BID proposal submitted by you for the above described WORK in response to its Request for Bids dated _____, and Information for Bidders.

You are hereby notified that your BID has been accepted for items in the amount of \$_____ (not including Washington State Sales Tax).

You are required by the Bidding Instructions to execute the Agreement and furnish the required CONTRACTOR'S Performance BOND, Payment BOND (may be waived in lieu of 10% retainage for 30 days following project completion) and certificates of insurance within ten (10) calendar days from the date of the original Notice to you.

If you fail to execute said Agreement and to furnish said BONDS (if applicable) within ten (10) calendar days from the date of this Notice, said CONTRACTING AGENCY will be entitled to consider all your rights arising out of the CONTRACTING AGENCY'S acceptance of your BID as abandoned. The CONTRACTING AGENCY will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the CONTRACTING AGENCY. Dated this _____ day of _____, 202__.

CONTRACTING OFFICER_____
SIGNATURE_____
TITLE**ACCEPTANCE OF NOTICE**

Receipt of the above NOTICE OF AWARD is hereby acknowledged by

_____ this _____ day of _____, 202__.

SIGNATURE_____
TITLE

NOTICE TO PROCEED

DATED _____

TO _____

PROJECT Upper Wenatchee Defensible Space Project

You are hereby notified to commence WORK in accordance with the Agreement dated _____, on or after _____, and you are to attain Substantial Completion, as determined by the Contracting Agency, on or before _____.

CONTRACTING OFFICER

SIGNATURE

TITLE

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED is hereby acknowledged by

_____ this _____ day of _____, _____.

SIGNATURE

TITLE

INTRODUCTION TO THE DESCRIPTION OF WORK AND TECHNICAL SPECIFICATIONS

SECTION 1 GENERAL REQUIREMENTS

1-01 DEFINITIONS AND TERMS

Description of Work

This contract provides for the implementation of defensible space work across up to 112 private parcels in the Upper Wenatchee Area. This project will: 1) implement vegetation removal with the 100 ft perimeter around homes to achieve defensible space in accordance with FEMA and NFPA recommendations; 2) assist homeowners in creating a five (5) foot wide perimeter of non-combustible defensible space in the “immediate zone” directly around their structures; and 3) aid in the coordination of ignition resistant retrofitting on up to five structures within the project area. Guidelines for improving defensible space within 100ft of structures include: vegetation reduction of material less than 12” dbh (cutting, limbing, raking, chipping) and combustible material removal. Each parcel will be evaluated in zones; 0-5’ from the structure, 5-30’ from the structure and 30-100’ from the structure. All site work will fall under the most recent version of the FEMA guidance of Technical Fact Sheet No. DR-4634 – Defensible space. This project is funded by FEMA and WA-EMD via the Hazard Mitigation Grant Program.

The Contracting Agency in partnership with the Lake Wenatchee Fire and Rescue is working on a coordinated outreach effort to secure landowner participation in the program based on the overall master list, which the Contractor will provide support in as necessary. Once landowner participation is secured, the Contractor will develop individual Home Assessments, Defensible Space Plans and Quotations for work for each targeted parcel. The Contractor will be required to take and maintain photo documentation for each parcel, coordinate rebate packages and complete parcel level documentation for submittal to the Contracting Agency. The Contractor must have access to a licensed Home Assessment software which aligns with the most recent FEMA/ NFPA recommendations and the requirements of this project, which they have utilized on previous projects. There is a match requirement for this project which will be provided via landowner volunteer time and documented landowner expenses which comply with the approved scope of work. Additional information is included in Section 2 of this document.

Definitions

Award Date

The date of the formal decision of the Contracting Agency to accept the lowest responsible and responsive Bidder for the Work.

Contract Execution Date

The date the Contracting Agency officially binds the Agency to the Contract.

Notice to Proceed Date

The date determined by the Contracting Agency on which the contract work may begin.

Physical Completion Date

The day all of the Work is physically completed on the project. All documentation required by the Contract and required by law does not necessarily need to be furnished by the Contractor by this date.

Completion Date

The day all the Work specified in the Contract is completed and all the obligations of the Contractor under the contract are fulfilled by the Contractor. All documentation required by the Contract and required by law must be furnished by the Contractor before establishment of this date.

Final Acceptance Date

The date on which the Contracting Agency accepts the Work as complete.

Business Day

A business day is any day from Monday through Friday except holidays as listed in Section 1-08.5.

Contract Bond

The definition in the Standard Specifications for "Contract Bond" applies to whatever bond form(s) are required by the Contract Documents, which may be a combination of a Payment Bond and a Performance Bond.

Contract Documents

See definition for "Contract".

Contract Time

The period of time established by the terms and conditions of the Contract within which the Work must be physically completed.

1-02 BID PROCEDURES AND CONDITIONS**1-02.1 Prequalification of Bidders**

- Bidders must possess or have access to and be able to operate equipment necessary to complete project work including chainsaws, and have adequate personnel to accomplish work within the established timeframe.
- Bidders must have experience in felling and chipping trees and must own or have access to a chipper capable of handling debris up to 16"
- Bidders must have an existing licensed software capable in producing the defensible space plans and all photo documentation requirements for each property.
- Bidders must have three personnel and ability to complete the project within the contract term, and in no more than 2 (8-hour) days per property with a 2-3 person crew.
- Bidders must have the ability to chip and/or haul-off materials.
- Bidders must provide a minimum of three previous projects with references that illustrate experience in completing work of similar scope and size in Eastern Washington or similar climate. Projects which qualify as similar include those that:

- Bidders must have utilized a home assessment software that have utilized FEMA and NFPA recommendations.
- Bidders must have developed detailed defensible site plans for private properties.
- Bidders must have implemented defensible space work to FEMA/ NFPA specs on private properties.

1-02.2 Plans and Specifications

The Contracting Agency shall provide the Contractor one copy of the Contract Books (includes Contract Form, General Requirements, and Technical Specifications).

1-02.3 Examination of Plans, Specifications, and Site of Work

A mandatory virtual pre-bid conference will be held on Tuesday December 16th, 2025 at 9:00AM. Attendees can join via phone by dialing +1(253)205-0468 and entering the pin 89214408393#, or via weblink at <https://us06web.zoom.us/j/89214408393>. A minimum of one representative from each Prime Contractor that intends to submit a bid is required to attend.

There is a master list of parcels to which the Contracting Agency, the Contractor and the local Fire District will work together to evaluate and choose participants from. All parcels on this list are privately owned, therefore the Contractor shall only use public access routes to view potential parcels within the project area unless they have explicit landowner and Contracting Agency approval.

1-02.4 Proposal Forms

The Proposal Form will identify the project and its location and describe the work. It will also list estimated quantities, units of measurement, the items of work, and the materials to be furnished at the unit bid prices. The bidder shall complete spaces on the proposal form that call for, but are not limited to, unit prices; extensions; summations; the total base and additive bid amounts; signatures; date; and, where applicable, retail sales taxes and acknowledgment of addenda; the bidder's name, address, telephone number, and signature; the bidder's UDBE/DBE/M/WBE commitment, if applicable; a State of Washington Contractor's Registration Number; and a Business License Number, if applicable. Bids shall be completed by typing or shall be printed in ink by hand, preferably in black ink. The required certifications are included as part of the Proposal Form.

The Contracting Agency reserves the right to arrange the proposal forms with alternates and additives, if such be to the advantage of the Contracting Agency. The bidder shall bid on all alternates and additives set forth in the Proposal Form unless otherwise specified.

1-02.5 Preparation of Proposal

In accordance with the legislative findings and policies set forth in Chapter 39.19 RCW the State of Washington, Owner encourages participation in all of its contracts by MWBE firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this invitation or as a subcontractor to a bidder. However, unless required by federal statutes, regulations, grants, or contract terms referenced in the contract documents, no preference will be included in the evaluation of bids, no minimum level of MWBE participation shall be required as a condition for receiving an award and bids will not be rejected or considered nonresponsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply.

If a minimum bid amount has been established for any item, the unit or lump sum price must equal or exceed the minimum amount stated.

Any correction to a bid made by interlineation, alteration, or erasure, shall be initialed by the signer of the bid.

The Bidder shall submit with their Bid a completed Contractor Certification Wage Law Compliance form, provided by the Contracting Agency. Failure to return this certification as part of the Bid Proposal package will make this Bid Nonresponsive and ineligible for Award. A Contractor Certification of Wage Law Compliance form is included in the Proposal Forms.

The Bidder shall make no stipulation on the Bid Form, nor qualify the bid in any manner.

A bid by a corporation shall be executed in the corporate name, by the president or a vice president (or other corporate officer accompanied by evidence of authority to sign).

A bid by a partnership shall be executed in the partnership name, and signed by a partner. A copy of the partnership agreement shall be submitted with the Bid Form if any UDBE requirements are to be satisfied through such an agreement.

A bid by a joint venture shall be executed in the joint venture name and signed by a member of the joint venture. A copy of the joint venture agreement shall be submitted with the Bid Form if any UDBE requirements are to be satisfied through such an agreement.

1-02.6 Delivery of Proposal

Each proposal shall be submitted to Hannah Pygott by the date and time specified on the Call for Bids. Bids may be submitted via email to Hannah.Pygott@co.chelan.wa.us or in person to 411 Washington Street, Suite 201 Wenatchee, WA 98801. The Contracting Agency will not consider any Bid Proposal that is received after the time specified in the Call for Bids for receipt of Bid Proposals or received in a location or manner other than that specified in the Call for Bids.

1-02.7 Withdrawing, Revising, or Supplementing Proposal

After submitting a Bid Proposal to the Contracting Agency, the Bidder may withdraw, revise, or supplement it if:

1. The Bidder submits a written request signed by an authorized person and physically delivers it to the place designated for receipt of Bid Proposals, and
2. The Contracting Agency receives the request before the time set for receipt of Bid Proposals, and
3. The revised or supplemented Bid Proposal (if any) is received by the Contracting Agency before the time set for receipt of Bid Proposals.

If the Bidder's request to withdraw, revise, or supplement its Bid Proposal is received before the time set for receipt of Bid Proposals, the Contracting Agency will return the unopened Proposal package to the Bidder. The Bidder must then submit the revised or supplemented package in its entirety. If the Bidder does not submit a revised or supplemented package, then its bid shall be considered withdrawn.

Late revised or supplemented Bid Proposals or late withdrawal requests will be date recorded by the Contracting Agency and returned unopened. Mailed, emailed, or faxed requests to withdraw, revise, or supplement a Bid Proposal are not acceptable.

1-02.8 Irregular Proposals

1. A Proposal will be considered irregular and will be rejected if:
 - a. The Bidder is not prequalified when so required;
 - b. The authorized Proposal form furnished by the Contracting Agency is not used or is altered when provided;
 - c. The completed Proposal form contains any unauthorized additions, deletions, alternate Bids, or conditions;
 - d. The Bidder adds provisions reserving the right to reject or accept the award, or enter into the Contract;
 - e. A price per unit cannot be determined from the Bid Proposal;
 - f. The Proposal form is not properly executed;
 - g. The Bid Proposal does not constitute a definite and unqualified offer to meet the material terms of the Bid invitation; or
 - h. More than one Proposal is submitted for the same project from a Bidder under the same or different names.
2. A Proposal may be considered irregular and may be rejected if:
 - a. The Proposal does not include a unit price for every Bid item;
 - b. Any of the unit prices are excessively unbalanced (either above or below the amount of a reasonable Bid) to the potential detriment of the Contracting Agency;
 - c. Receipt of Addenda is not acknowledged;
 - d. A member of a joint venture or partnership and the joint venture or partnership submit Proposals for the same project (in such an instance, both Bids may be rejected); or
 - e. If Proposal form entries are not made in ink.
 - f. If a Proposal does not include or meet the Project Specific Supplemental Qualifications requirements as listed in section 1-02.1.

1-02.9 Disqualification of Bidders

A Bidder will be deemed not responsible if the Bidder does not meet the mandatory bidder responsibility criteria listed in section 1-02.1 of these Special Provisions.

The Contracting Agency will verify that the Bidder meets the mandatory bidder responsibility criteria. To assess bidder responsibility, the Contracting Agency reserves the right to request documentation as needed from the Bidder and third parties concerning the Bidder's compliance with the mandatory bidder responsibility criteria. As evidence that the Bidder meets the mandatory bidder responsibility criteria, the Contracting Agency may require the apparent low Bidder to submit to the Contracting Agency within 48 hours of request, documentation demonstrating compliance with all responsibility criteria. Documentation can be submitted either as scanned files submitted through e-mail to the Contracting Agency, or printed files submitted through traditional mail or in person. The Contracting Agency reserves the right to request such documentation from other Bidders as well, and to request further documentation as needed to assess bidder responsibility. The Contracting Agency also reserves the right to obtain information from third parties concerning a Bidder's compliance with the mandatory bidder responsibility criteria.

If the Contracting Agency determines the Bidder does not meet the mandatory bidder responsibility criteria and is therefore not a responsible Bidder, the Contracting Agency shall notify the Bidder in writing, with the reasons for its determination. If the Bidder disagrees with this determination, it may appeal the determination within 2 (two) business days of the Contracting Agency's determination by presenting its

appeal and any additional information to the Contracting Agency. The Contracting Agency will consider the appeal and any additional information before issuing its final determination. If the final determination affirms that the Bidder is not responsible, the Contracting Agency will not execute a contract with any other Bidder until at least 2 business days after the Bidder determined to be not responsible has received the Contracting Agency's final determination.

1-02.10 Pre-Award Information

Before awarding any contract, the Contracting Agency may require one or more of these items or actions of the apparent lowest responsible bidder:

1. A progress schedule (in a form the Contracting Agency requires) showing the order of and time required for the various phases of the work,
2. A breakdown of costs assigned to any bid item,
3. Attendance at a conference with the County or County representative
4. Obtain, and furnish a copy of, a business license to do business in the city or county where the work is located.
5. Any other information or action taken that is deemed necessary to ensure that the bidder is the lowest responsible bidder.

1-03 AWARD AND EXECUTION OF CONTRACT

1-03.1 Consideration of Bids

Please see "Section C" in the "Invitation to Bid" for additional information.

After receiving bid proposals, the Contracting Agency will check them for correctness of extensions of the prices per unit and the total price. If a discrepancy exists between the price per unit and the extended amount of any bid item, the price per unit will control. If a minimum bid amount has been established for any item and the bidder's unit or lump sum price is less than the minimum specified amount, the Contracting Agency will unilaterally revise the unit or lump sum price, to the minimum specified amount and recalculate the extension. The total of extensions, corrected where necessary, including sales taxes where applicable and such additives and/or alternates as selected by the Contracting Agency, will be used by the Contracting Agency for award purposes and to fix the Awarded Contract Price amount and the amount of the contract bond.

1-03.1(1) Identical Bid Totals

After reviewing Bids, if two or more lowest responsive Bid totals are exactly equal, then the tie-breaker will be determined by drawing as follows: Two or more slips of paper will be marked as follows: one marked "Winner" and the other(s) marked "unsuccessful". The slips will be folded to make the marking unseen. The slips will be placed inside a box. One authorized representative of each Bidder shall draw a slip from the box. Bidders shall draw in alphabetic order by the name of the firm as registered with the Washington State Department of Licensing. The slips shall be unfolded and the firm with the slip marked "Winner" will be determined to be the successful Bidder and eligible for Award of the Contract. Only those Bidders who submitted a Bid total that is exactly equal to the lowest responsive Bid are eligible to draw.

1-03.2 Execution of Contract

Within ***10 (ten)*** calendar days after the award date, the successful bidder shall return the signed Contracting Agency-prepared contract, an insurance certification as required by Section 1-07.18, and a

satisfactory bond as required by Section 1-03.4. Before execution of the contract by the Contracting Agency, the successful bidder shall provide any pre-award information the Contracting Agency may require under Section 1-02.15.

Until the Contracting Agency executes a contract, no proposal shall bind the Contracting Agency nor shall any work begin within the project limits or within Contracting Agency-furnished sites. The Contractor shall bear all risks for any work begun outside such areas and for any materials ordered before the contract is executed by the Contracting Agency.

If the bidder experiences circumstances beyond their control that prevents return of the contract documents within ten calendar days after the award date stated above, the Contracting Agency may grant up to a maximum of ***10 (ten)*** additional calendar days for return of the documents, provided the Contracting Agency deems the circumstances warrant it.

1-03.3 Contract Bond

The successful bidder shall provide executed payment and performance bond(s) for the full contract amount. The bond may be a combined payment and performance bond; or be separate payment and performance bonds. In the case of separate payment and performance bonds, each shall be for the full contract amount. The bond(s) shall:

1. Be on Contracting Agency-furnished form(s);
2. Be signed by an approved surety (or sureties) that:
 1. Is registered with the Washington State Insurance Commissioner, and
 2. Appears on the current Authorized Insurance List in the State of Washington published by the Office of the Insurance Commissioner,
3. Guarantee that the Contractor will perform and comply with all obligations, duties, and conditions under the Contract, including but not limited to the duty and obligation to indemnify, defend, and protect the Contracting Agency against all losses and claims related directly or indirectly from any failure:
 1. Of the Contractor (or any of the employees, subcontractors, or lower tier subcontractors of the Contractor) to faithfully perform and comply with all contract obligations, conditions, and duties, or
 2. Of the Contractor (or the subcontractors or lower tier subcontractors of the Contractor) to pay all laborers, mechanics, subcontractors, lower tier subcontractors, material person, or any other person who provides supplies or provisions for carrying out the work;
4. Be conditioned upon the payment of taxes, increases, and penalties incurred on the project under titles 50, 51, and 82 RCW; and
5. Be accompanied by a power of attorney for the Surety's officer empowered to sign the bond; and
6. Be signed by an officer of the Contractor empowered to sign official statements (sole proprietor or partner). If the Contractor is a corporation, the bond(s) must be signed by the president or vice president, unless accompanied by written proof of the authority of the individual signing the bond(s) to bind the corporation (i.e., corporate resolution, power of attorney, or a letter to such effect signed by the president or vice president).

Under Senate Bill 5734, for public works contracts under \$150,000 that require performance and payment bonds, the contractor may request the Contracting Agency to waive the bonds and instead retain 10% of the

contract amount for 30 days after the date of final acceptance, or until the receipt of all necessary releases from the Department of Revenue and Department of Labor and Industries, whichever is later.

1-03.4 Judicial Review

Any decision made by the Contracting Agency regarding the Award and execution of the Contract or Bid rejection shall be conclusive subject to the scope of judicial review permitted under Washington Law. Such review, if any, shall be timely filed in the Superior Court of the county where the Contracting Agency headquarters is located, provided that where an action is asserted against a county, RCW 36.01.050 shall control venue and jurisdiction.

1-04 SCOPE OF WORK

The Contractor is expected to comply with all pre-bid requirements, and all items of work outlined throughout sections 1 and 2 of the Contract.

1-04.1 Bid Items Not Included in the Proposal

When the contract specifies work that has no bid item, and the work is not specified as being included with or incidental to other bid items, that work shall be considered incidental to the contract or other Bid items included in the proposal form.

1-04.2 Coordination of Contract Documents, Plans, Special Provisions, Specifications, and Addenda

Any inconsistency in the parts of the contract shall be resolved by following this order of precedence (e.g., 1 presiding over 2, 2 over 3, 3 over 4, and so forth):

1. Addenda if Applicable
2. Proposal Form,
3. General Requirements,

1-04.3 Variation in Estimated Quantities

The quantities listed in the Bid Proposal Form are entered only to provide a common proposal for bidders. Variations to actual quantities required will be tracked in the field as the work progresses, and will be paid at the original bid price, regardless of final quantity.

1-04.4 Suspension or Termination of Operations

The Contracting Agency reserves the right to suspend work or terminate contract without cause or consent of Contractor, if work is determined to be out of compliance with state and local regulations or if work is causing environmental harm. Contractor shall be paid only for work performed satisfactorily prior to suspension or termination of contract.

1-04.5 Final Cleanup

The Contractor shall repair, at no additional cost to the Contracting Agency, any damage to existing access routes, fences, gates, utilities, structures, and driveways that occurred as a result of activities conducted by the Contractor. All costs associated with performing the final cleanup shall be made incidental to other bid items in the Contract.

1-05 CONTROL OF WORK

1-05.1 Removal of Defective and Unauthorized Work

If the Contractor fails to remedy defective or unauthorized work within the time specified in a written notice from the Contracting Agency or fails to perform any part of the work required by the Contract Documents, the Contracting Agency may correct and remedy such work as may be identified in the written notice, with Contracting Agency forces or by such other means as the Contracting Agency may deem necessary.

If the Contractor fails to comply with a written order to remedy what the Contracting Agency determines to be an emergency situation, the Contracting Agency may have the defective and unauthorized work corrected immediately, have the rejected work removed and replaced, or have work the Contractor refuses to perform completed by using Contracting Agency or other forces. An emergency situation is any situation when, in the opinion of the Contracting Agency, a delay in its remedy could be potentially unsafe, or might cause serious risk of loss or damage to the public.

Direct or indirect costs incurred by the Contracting Agency attributable to correcting and remedying defective or unauthorized work, or work the Contractor failed or refused to perform, shall be paid by the Contractor. Payment will be deducted by the Contracting Agency from monies due, or to become due, the Contractor. Such direct and indirect costs shall include in particular, but without limitation, compensation for additional professional services required, and costs for repair and replacement of work of others destroyed or damaged by correction, removal, or replacement of the Contractor's unauthorized work.

No adjustment in contract time or compensation will be allowed because of the delay in the performance of the work attributable to the exercise of the Contracting Agency's rights provided by this Section.

The rights exercised under the provisions of this section shall not diminish the Contracting Agency's right to pursue any other avenue for additional remedy or damages with respect to the Contractor's failure to perform the work as required.

1-05.2 Required Submittals

The following is a list of required submittals to the Contracting Agency.

- Fire Preparedness Plan with IFPL shutdown precautions detailed
- Proposed work schedule- see below for notification requirements
- List of machinery/equipment and crew numbers available to complete work

The Contractor will be required to provide a defensible space treatment plan, repeatable before, during and after photos, continuing maintenance agreement and confirmation of defensible space compliance for each parcel that receives defensible space work. Defensible Space Plans and a Landowner Rebate Package (detailing costs to be covered directly through grant program as well as costs eligible for rebate to landowner) will need to be submitted to the Contracting Agency before any work occurs on an individual parcel. There shall be a minimum of 4 photos per location; one taken of the work area from each cardinal direction (North, South, East, West). The Contractor shall provide more photos as applicable to accurately and completely capture work completed. There is a match requirement for this project which will be provided via landowner volunteer time and documented landowner expenses which comply with the approved scope of work. Additional information is included in Section 2 and the Appendices.

The Contractor must provide the Contracting Agency with a specific start date a minimum of 1 week

prior to initiating work.

1-05.3 Completion Date

When the Contractor considers the work to be substantially complete, the Contractor shall so notify the Contracting Agency and request the establishment of the Completion Date. The Contracting Agency and/or representative will schedule an inspection of the work with the Contractor to determine the status of completion. The Contracting Agency may also establish the Completion Date unilaterally.

If, after this inspection, the Contracting Agency concurs with the Contractor that the work is substantially complete and ready for its intended use, will by written notice to the Contractor, set the Completion Date. If, after this inspection the Contracting Agency does not consider the work substantially complete and ready for its intended use, will so notify the Contractor giving the reasons therefor.

Upon receipt of notice concurring in or denying project completion, whichever is applicable, the Contractor shall pursue vigorously, diligently and without unauthorized interruption, the work necessary to reach Substantial and Physical Completion. The Contractor shall provide the Contracting Agency with a revised schedule indicating when the Contractor expects to reach substantial and physical completion of the work.

The above process shall be repeated until the Contracting Agency establishes the Completion Date and the Contractor considers the work physically complete and ready for final inspection.

1-05.4 Final Acceptance

The Contractor agrees that neither completion nor final acceptance shall relieve the Contractor of the responsibility to indemnify, defend, and protect the Contracting Agency against any claim or loss resulting from the failure of the Contractor (or the subcontractors or lower tier subcontractors) to pay all laborers, mechanics, subcontractors, material persons, or any other person who provides labor, supplies, or provisions for carrying out the Work or for any payments required for unemployment compensation under Title 50 RCW or for industrial insurance and medical aid required under Title 51 RCW.

1-05.5 Method of Serving Notices

All correspondence from the Contractor shall be directed to the Contracting Agency. All correspondence from the Contractor constituting any notification, notice of protest, notice of dispute, or other correspondence constituting notification required to be furnished under the Contract, must be in paper format, hand delivered or sent via mail delivery service to the Contracting Agency's office. Electronic copies such as e-mails or electronically delivered copies of correspondence will not constitute such notice and will not comply with the requirements of the Contract.

1-06 LEGAL RELATIONS AND RESPONSIBILITIES TO THE PUBLIC

1-06.1 Laws to be Observed

In cases of conflict between different safety regulations, the more stringent regulation shall apply.

The Washington State Department of Labor and Industries shall be the sole and paramount administrative agency responsible for the administration of the provisions of the Washington Industrial Safety and Health Act of 1973 (WISHA).

The Contractor shall maintain at the project site office, or other well-known place at the project site, all articles necessary for providing first aid to the injured. The Contractor shall establish, publish, and make known to all employees, procedures for ensuring immediate removal to a hospital, or doctor's care, persons, including employees, who may have been injured on the project site. Employees should not be permitted to work on the project site before the Contractor has established and made known procedures for removal of injured persons to a hospital or a doctor's care.

The Contractor shall have sole responsibility for the safety, efficiency, and adequacy of the Contractor's plant, appliances, and methods, and for any damage or injury resulting from their failure, or improper maintenance, use, or operation. The Contractor shall be solely and completely responsible for the conditions of the project site, including safety for all persons and property in the performance of the work. This requirement shall apply continuously, and not be limited to normal working hours. The required or implied duty of the Engineer to conduct construction review of the Contractor's performance does not, and shall not, be intended to include review and adequacy of the Contractor's safety measures in, on, or near the project site.

1-06.2 State Taxes

1-06.2 State Sales Tax

The Washington State Department of Revenue has issued special rules on the State sales tax. Section 1-06.2(3) is meant to clarify those rules. The Contractor should contact the Washington State Department of Revenue for answers to questions in this area. The Contracting Agency will not adjust its payment if the Contractor bases a bid on a misunderstood tax liability.

The Contractor shall include all Contractor-paid taxes in the unit bid prices or other contract amounts. In some cases, however, state retail sales tax will not be included, such as Forestry Work. Sales tax should not be included in the unit bid prices for this contract.

1-06.2(1) Services

The Contractor shall not collect retail sales tax from the Contracting Agency on any contract wholly for professional or other services (as defined in Washington State Department of Revenue Rules 138 and 244).

1-06.3 Fire Prevention Control and Countermeasures Plan

The project area is in Fire Shutdown Zone 680. *Partial hoot owl, Partial shutdowns, and General Shutdowns may come into effect during the operating period of this contract. For a summary of Industrial Fire Precaution Levels, visit: <https://www.dnr.wa.gov/ifpl>.

A Fire Preparedness Plan is required, outlining equipment and precautions that will be utilized for each IFP level beyond Level 1.

1-06.4 Environmental Regulations

The Contractor is solely responsible for adhering to all environmental or other provisions outlined in the project permits, the Contract Documents, and all applicable local, state and federal laws.

Contact with regulatory agencies concerning the permits listed herein, shall be made through the Contracting Agency unless otherwise approved.

Tracked equipment used for thinning work ***must be thoroughly cleaned to rid tracks and equipment of potential invasive species seeds and other contaminants prior to mobilizing to work site.***

The Contractor will not operate equipment or discharge material within the boundaries of wetlands and the waters of the United States as defined by the federal and state regulatory agencies unless otherwise allowed by contract specific permits. If an unauthorized discharge occurs:

- a. Prevent further contamination;
- b. Notify appropriate authorities and the Contracting Officer; and
- c. Mitigate damages.

All costs to comply with local, state and federal environmental commitments and requirements are incidental to the contract and are the responsibility of the Contractor.

1-06.5 Permits and Licenses

The Contractor and/or private landowner is responsible for obtaining any necessary permits to comply with environmental provisions or building requirements prior to implementation as necessary. Any permits received will be provided to the Contracting Agency.

1-06.6 Requirements for Nondiscrimination

Disadvantaged Business Enterprise Participation

No preference will be included in the evaluation of Bids/Proposals, no minimum level of DBE participation shall be required as a Condition of Award and Bids/Proposals may not be rejected or considered non-responsive on that basis.

DBE Goals

No DBE goals have been assigned as part of this Contract.

Affirmative Efforts to Solicit DBE Participation

The Contractor shall not discriminate on the grounds of race, gender, color, sex, national origin, age, or disability in the selection and retention of subcontractors, including procurement of materials and leases of equipment. DBE firms shall have an equal opportunity to compete for subcontracts in which the Contractor enters into pursuant to this Contract.

Equal Employment Opportunity

Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part.60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

1-06.8 Contractors' Responsibility for Work

The Contractor shall promptly repair all damage to either temporary or permanent work as directed by the County or County representative.

1-06.9 Protection and Restoration of Property

The Contractor shall prevent damage to existing asphalt/ pavement outside the limits of silvicultural work. The Contractor shall utilize steel plates, composite matting, rubber tracks, or other similar protective measures to ensure that no damage to existing asphalt /pavement outside the limits of excavation occurs due to any activity performed by the Contractor or agents of the Contractor, including but not limited to operation of tracked equipment and staging or handling of construction materials. The Contractor shall be responsible for repairing all such damage at no additional cost to the Contracting Agency.

1-06.10 Insurance

General Requirements

- A. The Contractor shall procure and maintain the insurance described in all subsections of section 1-06.18 of these Special Provisions, from insurers with a current A. M. Best rating of not less than A-: VII and licensed to do business in the State of Washington. The Contracting Agency reserves the right to approve or reject the insurance provided, based on the insurer's financial condition.
- B. The Contractor shall keep this insurance in force without interruption from the commencement of the Contractor's Work through the term of the Contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated below.
- C. If any insurance policy is written on a claims made form, its retroactive date, and that of all subsequent renewals, shall be no later than the effective date of this Contract. The policy shall state that coverage is claims made, and state the retroactive date. Claims-made form coverage shall be maintained by the Contractor for a minimum of 36 months following the Completion Date or earlier termination of this Contract, and the Contractor shall annually provide the Contracting Agency with proof of renewal. If renewal of the claims made form of coverage becomes unavailable, or economically prohibitive, the Contractor shall purchase an extended reporting period ("tail") or execute another form of guarantee acceptable to the Contracting Agency to assure financial responsibility for liability for services performed.
- D. The Contractor's Automobile Liability, Commercial General Liability and Excess or Umbrella Liability insurance policies shall be primary and non-contributory insurance as respects the Contracting Agency's insurance, self-insurance, or self-insured pool coverage. Any insurance, self-insurance, or self-insured pool coverage maintained by the Contracting Agency shall be excess of the Contractor's insurance and shall not contribute with it.
- E. The Contractor shall provide the Contracting Agency and all additional insureds with written notice of any policy cancellation, within two business days of their receipt of such notice.
- F. The Contractor shall not begin work under the Contract until the required insurance has been obtained and approved by the Contracting Agency.
- G. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the Contracting Agency may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the Contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any

sums so expended to be repaid to the Contracting Agency on demand, or at the sole discretion of the Contracting Agency, offset against funds due the Contractor from the Contracting Agency.

- H. All costs for insurance shall be incidental to and included in the unit or lump sum prices of the Contract and no additional payment will be made.

1-06.10(1) Additional Insured

All insurance policies, with the exception of Workers Compensation, and of Professional Liability and Builder's Risk (if required by this Contract) shall name the following listed entities as additional insured(s) using the forms or endorsements required herein:

- the Contracting Agency and its officers, elected officials, employees, agents, and volunteers

The above-listed entities shall be additional insured(s) for the full available limits of liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this Contract, and irrespective of whether the Certificate of Insurance provided by the Contractor pursuant to 1-06.18(4) describes limits lower than those maintained by the Contractor.

For Commercial General Liability insurance coverage, the required additional insured endorsements shall be at least as broad as ISO forms CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

1-06.10(2) Verification of Coverage

The Contractor shall deliver to the Contracting Agency a Certificate(s) of Insurance and endorsements for each policy of insurance meeting the requirements set forth herein when the Contractor delivers the signed Contract for the work. Failure of Contracting Agency to demand such verification of coverage with these insurance requirements or failure of Contracting Agency to identify a deficiency from the insurance documentation provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

Verification of coverage shall include:

1. An ACORD certificate or a form determined by the Contracting Agency to be equivalent.
2. Copies of all endorsements naming Contracting Agency and all other entities listed in 1-06.18(2) as additional insured(s), showing the policy number. The Contractor may submit a copy of any blanket additional insured clause from its policies instead of a separate endorsement.
3. Any other amendatory endorsements to show the coverage required herein.
4. A notation of coverage enhancements on the Certificate of Insurance shall not satisfy these requirements – actual endorsements must be submitted.

Upon request by the Contracting Agency, the Contractor shall forward to the Contracting Agency a full and certified copy of the insurance policy(s). If Builders Risk insurance is required on this Project, a full and certified copy of that policy is required when the Contractor delivers the signed Contract for the work.

1-06.10(3) Coverages and Limits

The insurance shall provide the minimum coverages and limits set forth below. Contractor's maintenance of insurance, its scope of coverage, and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the Contracting Agency's recourse to any remedy available at law or in equity.

All deductibles and self-insured retentions must be disclosed and are subject to approval by the Contracting Agency. The cost of any claim payments falling within the deductible or self-insured retention shall be the

responsibility of the Contractor. In the event an additional insured incurs a liability subject to any policy's deductibles or self-insured retention, said deductibles or self-insured retention shall be the responsibility of the Contractor.

1-06.10(4) Commercial General Liability

Commercial General Liability insurance shall be written on coverage forms at least as broad as ISO occurrence form CG 00 01, including but not limited to liability arising from premises, operations, stop gap liability, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract. There shall be no exclusion for liability arising from explosion, collapse or underground property damage.

The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit, using ISO form CG 25 03 05 09 or an equivalent endorsement.

Contractor shall maintain Commercial General Liability Insurance arising out of the Contractor's completed operations for at least three years following Substantial Completion of the Work.

Such policy must provide the following minimum limits:

\$1,000,000	Each Occurrence
\$2,000,000	General Aggregate
\$2,000,000	Products & Completed Operations Aggregate
\$1,000,000	Personal & Advertising Injury each offence
\$1,000,000	Stop Gap / Employers' Liability each accident

1-06.10(5) Automobile Liability

Automobile Liability shall cover owned, non-owned, hired, and leased vehicles; and shall be written on a coverage form at least as broad as ISO form CA 00 01. If the work involves the transport of pollutants, the automobile liability policy shall include MCS 90 and CA 99 48 endorsements.

Such policy must provide the following minimum limit:

\$1,000,000	Combined single limit each accident
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1-06.10(6) Workers' Compensation

The Contractor shall comply with Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

1-07.11 Wages

Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor Regulations (29 CFR Part 5, "Labor standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction").

In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination.

Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part.3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

The Contractor, subcontractors, and all individuals or firms required by RCW 39.12, WAC 296-127, or the Federal Davis-Bacon and Related Acts (DBRA) to pay minimum prevailing wages, shall not pay any worker less than the minimum hourly wage rates and fringe benefits required by RCW 39.12 or the DBRA. Higher wages and benefits may be paid. By including the hourly minimum rates for wages and fringe benefits in the Contract Provisions, the Contracting Agency does not imply that the Contractor will find labor available at those rates. The Contractor shall be responsible for amounts above the minimums that will have to be paid. When the project is subject to both State and Federal hourly minimum rates for wages and fringe benefits and when the two rates differ for similar kinds of labor, the Contractor shall not pay less than the higher rate unless the State rates are specifically preempted by Federal law. When the project involves highway Work, heavy Work, and building Work, the Contract Provisions may list a Federal wage and fringe benefit rate for the highway Work, and a separate Federal wage and fringe benefit rate for both heavy Work and building Work. The area in which the worker is physically employed shall determine which Federal wage and fringe benefit rate shall be used to compare against the State wage and fringe benefit rate. If employing labor in a class not listed in the Contract Provisions on state funded projects only, the Contractor shall request a determination of the correct wage and benefits rate for that class and locality from the Industrial Statistician, Washington State Department of Labor and Industries (State L&I), and provide a copy of those determinations to the Engineer. If employing labor in a class not listed in the Contract Provisions on federally funded projects, the Contractor shall request a determination of the correct wage and benefit for that class and locality from the U.S. Secretary of Labor through the Engineer. Generally, the Contractor initiates the request by preparing standard form 1444 Request for Authorization of Additional Classification and Rate, available at www.gsa.gov/reference forms, and submitting it to the Engineer for further action. The Contractor shall ensure that all firms (all Suppliers, Manufacturers, or Fabricators) that fall under the provisions of RCW 39.12 because of the definition “Contractor” in WAC 296-127-010, complies with all the requirements of RCW 39.12.

The Contractor shall be responsible for compliance with the requirements of the DBRA and RCW 39.12 by all firms (all subcontractors, Suppliers, Manufacturers, or Fabricators) engaged in a part of the Work necessary to complete this Contract. Therefore, should a violation of this Subsection occur by any firm that is providing Work or materials for completion of this Contract whether directly or indirectly responsible to the Contractor, the Contracting Agency will take action against the Contractor, as provided by the provisions of the Contract, to achieve compliance, including but not limited to, withholding payment on the Contract until compliance is achieved.

This project is subject to both WA State and Federal hourly minimum rates for wages and fringe benefits.

The Contractor shall pay prevailing wage rates of Federal or State of Washington which are in effect at the time of the execution of the contract and whichever are the higher, in accordance with the requirements of the special provisions.

The Federal wage rates incorporated in this contract have been established by the Secretary of Labor under United States Department of Labor. The contractor shall use the wage determinations which are in effect under the Davis-Bacon Act for Public Works Contracts for Construction

within Chelan County at the time of the bid opening date. Federal Wage Determinations are updated and posted at <https://sam.gov/content/wage-determinations>.

When required to comply with the federal labor standards, 29 CFR S5.5 applies. This can be accessed via this link. <https://www.ecfr.gov/current/title-29/subtitle-A/part-5#5.5>

The State Prevailing Wage rates incorporated in this contract are applicable to all construction activities associated with this contract and in effect for Chelan County at the time of Bid Opening. Wage Determinations, prevailing wage rates, and benefit key codes established by the State of Washington's Department of Labor and Industries are posted and updated at <https://lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/>.

1-07 PROSECUTION AND PROGRESS

1-07.1 Preconstruction Conference

Prior to the Contractor beginning the work, a preconstruction conference may be held between the Contractor, the Contracting Agency, and Contracting Agency representatives, applicable permitting agencies and such other interested parties as may be invited. The purpose of the preconstruction conference will be:

1. To review the initial progress schedule;
2. To establish a working understanding among the various parties associated or affected by the work;
3. To establish and review procedures for progress payment, notifications, approvals, submittals, etc.
4. To establish normal working hours for the work;
5. To review safety standards and traffic control; and
6. To discuss such other related items as may be pertinent to the work.

The Contractor shall prepare and submit at the preconstruction meeting the following:

1. A breakdown of all lump sum items;
2. A preliminary schedule of working drawing submittals; and
3. A list of material sources for approval if applicable.

1-07.2 Hours of Work

Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous.

The Contractor shall indicate what their normal working hours for the project will be as part of their Project Schedule submittal.

No weekend work shall be allowed without explicate approval from each landowner. The working

hours for the Contract shall be established at or prior to the preconstruction conference. All working hours and days are also subject to local permit and ordinance conditions (such as noise ordinances).

1-07.3 Notice to Proceed and Prosecution of Work

Notice to proceed will be given after the contract has been executed and the contract bond and evidence of insurance have been approved and filed by the Contracting Agency. The Contractor shall not commence with the work until the Notice to proceed has been given. The Contractor shall diligently pursue the work to the physical completion date within the time specified in the contract. Voluntary shutdown or slowing of operations by the Contractor shall not relieve the Contractor of the responsibility to complete the work within the time(s) specified in the contract.

1-07.4 Time for Completion

Please note that this project requires a quick turnaround time due to the grant expenditure deadline. All onsite work shall occur by May 31st, 2026, (unless otherwise approved by the Contracting Agency). An extension of contract term beyond May 31st, 2026 is possible for some parcels within the project area, but this extension is dependent on the funding source.

Final project start date shall be determined by the issuance of the Notice to proceed, which shall be delivered to the contractor upon acceptance of all Contractual and Plan submittals.

The project area is located in Fire Shutdown Zone 680. Partial hoot owl, Partial shutdown, and General Shutdown may come into effect during the performance period of this contract. For a summary of Industrial Fire Precaution Levels visit: <https://www.dnr.wa.gov/ifpl>. No payment shall be made for standby time or delays resulting from weather, natural disasters or other acts of God, including Industrial Fire Precaution Level work restrictions. Overall Performance Period may be extended to reflect delays from natural disasters. It is the sole responsibility of the Contractor to comply with all applicable IFPL and/or fire suppression requirements and/or restrictions set in place

The following events must occur before the Completion Date can be established:

1. The physical work on the project must be complete; and
2. The Contractor must furnish all documentation required by the contract and required by law, to allow the Contracting Agency to process final acceptance of the contract.

1-07.4 Termination of Contract

The Contracting Agency may terminate the Contract upon the occurrence of one or more of the following events:

1. If the Contractor fails to supply sufficient skilled workers or suitable materials or equipment;
2. If the Contractor refuses or fails to prosecute the Work with such diligence as will ensure its Physical Completion within the original Physical Completion time plus extensions of time which may have been granted to the Contractor by change order;
3. If the Contractor is adjudged bankrupt or insolvent, or makes a general assignment for the benefit of creditors, or if the Contractor or a third party files a petition to take advantage of a debtor's act or to reorganize under the bankruptcy or similar laws concerning the Contractor, or if a trustee or receiver is appointed for the Contractor or for any of the Contractor's property on account of the Contractor's insolvency, and the Contractor or its successor in interest does not provide adequate assurance of future performance in accordance with the Contract within 15 calendar days of receipt of a request for assurance from the Contracting Agency;

4. If the Contractor disregards laws, ordinances, rules, codes, regulations, orders or similar requirements of any public entity having jurisdiction;

Once the Contracting Agency determines that sufficient cause exists to terminate the Contract, written notice shall be given to the Contractor and its Surety indicating that the Contractor is in breach of the Contract and that the Contractor is to remedy the breach within 15 calendar days after the notice is sent. In case of an emergency such as potential damage to life or property, the response time to remedy the breach after the notice may be shortened. If the remedy does not take place to the satisfaction of the Contracting Agency, the Contracting Agency may, by serving written notice to the Contractor and Surety either Terminate the Contract and at the Contracting Agency's option prosecute it to completion by contract or otherwise. Extra costs or damages to the Contracting Agency shall be deducted from money due or coming due to the Contractor under the Contract.

1-08 MEASUREMENT AND PAYMENT

The Contractor shall provide detailed, timely billings for all work performed in a manner acceptable to the Contracting Agency to enable efficient processing, prompt payment, and sufficient documentation for grant reimbursements.

It is estimated that each parcel will take 4-16 total hours of site work for a two- person crew. The total cost of the work is not to exceed the allowable budget per parcel as listed in section 2 without explicate approval from the Contracting Agency. It is estimated that each parcel will take 4-16 hours in project management. The Contractor shall not exceed 16 hours in project management without explicate approval from the Contracting Agency.

The basis of payment will be the actual quantities of Work performed according to the Contract and as specified for payment.

The value of the progress estimate will be the sum of the following:

1. Unit Price Items in the Bid Form — the approximate quantity of acceptable units of work completed multiplied by the unit price.
2. Change Orders — entitlement for approved extra cost or completed extra work as determined by the Contracting Agency.

Progress payments will be made in accordance with the progress estimate less:

1. Retainage (5% or 10%)
2. The amount of progress payments previously made; and
3. Funds withheld by the Contracting Agency for disbursement in accordance with the Contract Documents.

Progress payments for work performed shall not be evidence of acceptable performance or an admission by the Contracting Agency that any work has been satisfactorily completed.

Payment to the Contractor of partial estimates, final estimates, and retained percentages shall be subject to controlling laws.

1-08.2 Disputes and Claims

1-08.2(1) Time Limitation and Jurisdiction

For the convenience of the parties to the Contract it is mutually agreed by the parties that any

claims or causes of action which the Contractor has against the Contracting Agency arising from the Contract shall be brought within 180 calendar days from the date of final acceptance of the Contract by the Contracting Agency; and it is further agreed that any such claims or causes of action shall be brought only in the Superior Court of the county where the Contracting Agency headquarters is located, provided that where an action is asserted against a county, RCW 36.01.050 shall control venue and jurisdiction. The parties understand and agree that the Contractor's failure to bring suit within the time period provided, shall be a complete bar to any such claims or causes of action. It is further mutually agreed by the parties that when any claims or causes of action which the Contractor asserts against the Contracting Agency arising from the Contract are filed with the Contracting Agency or initiated in court, the Contractor shall permit the Contracting Agency to have timely access to any records deemed necessary by the Contracting Agency to assist in evaluating the claims or action.

1-08.3 Claims Resolution

1-08.3(1) Claims \$250,000 or Less

The Contractor and the Contracting Agency mutually agree that those claims that total \$250,000 or less, submitted in accordance with Section 1-08.11 and not resolved by nonbinding ADR processes, shall be resolved through litigation unless the parties mutually agree in writing to resolve the claim through binding arbitration.

1-08.3(2) Administration of Arbitration

The Contracting Agency and the Contractor mutually agree to be bound by the decision of the arbitrator, and judgment upon the award rendered by the arbitrator may be entered in the Superior Court of the county in which the Contracting Agency's headquarters is located, provided that where claims subject to arbitration are asserted against a county, RCW 36.01.050 shall control venue and jurisdiction of the Superior Court. The decision of the arbitrator and the specific basis for the decision shall be in writing. The arbitrator shall use the Contract as a basis for decisions.

1-08.3(3) Venue for Litigation

Litigation shall be brought in the Superior Court of the county in which the Contracting Agency's headquarters is located, provided that where claims are asserted against a county, RCW 36.01.050 shall control venue and jurisdiction of the Superior Court. It is mutually agreed by the parties that when litigation occurs, the Contractor shall permit the Contracting Agency to have timely access to any records deemed necessary by the Contracting Agency to assist in evaluating the claims or action.

SECTION 2 TREATMENT SPECIFICATIONS

2-01 Defensible Space Treatments

This contract provides for the implementation of defensible space work across up to 112 parcels in the Upper Wenatchee Area. This project will: 1) implement vegetation removal with the 100 ft perimeter around homes to achieve defensible space in accordance with FEMA and NFPA recommendations; 2) assist homeowners in creating a five (5) foot wide perimeter of non-combustible defensible space in the “immediate zone” directly around their structures; and 3) aid in the coordination of ignition resistant retrofitting on up to five structures within the project area. Guidelines for improving defensible space within 100ft of structures include: vegetation reduction of material less than 12” dbh (cutting, limbing, raking, chipping) and combustible material removal. Each parcel will be evaluated in zones; 0-5’ from the structure, 5-30’ from the structure and 30-100’ from the structure. All site work will fall under the most recent version of the FEMA guidance of Technical Fact Sheet No. DR-4634 – Defensible space. This project is funded by FEMA and WA-EMD via the Hazard Mitigation Grant Program.

The Contracting Agency in partnership with the Lake Wenatchee Fire and Rescue is working on a coordinated outreach effort to secure landowner participation in the program based on the overall master list, which the Contractor will provide support in as necessary. Once landowner participation is secured, the Contractor will develop individual Home Assessments, Defensible Space Plans and Quotations for work for each targeted parcel. The Contractor will be required to take and maintain photo documentation for each parcel, coordinate rebate packages and complete parcel level documentation for submittal to the Contracting Agency. The Contractor must have access to a licensed Home Assessment software which aligns with the most recent FEMA/ NFPA recommendations and the requirements of this project, which they have utilized on previous projects. There is a match requirement for this project which will be provided via landowner volunteer time and documented landowner expenses which comply with the approved scope of work.

2-02 Materials and Equipment

The contractor shall furnish all equipment necessary to complete the work described above.

2-03 Construction Requirements

2-03.1 Project Management, Landowner Outreach and Coordination

The Project Management Task will include all work conducted by the Contractor as outlined below:

The Contractor will develop site prescriptions per parcel, help to coordinate and track landowner volunteer time, rebate package submittal and any permit compliance approvals necessary to prepare for the site work. The Contractor shall ensure that all necessary permits for work are acquired and Environmental Provisions of the project are met. The Contractor will coordinate with the County to ensure that all pre-implementation requirements are met including the development and submittal of defensible space plans/ template. The Contracting Agency will develop a Defensible Space Landowner Participation Package for all participants to include a long-term defensible space maintenance agreement, Defensible Space Plan and Rebate Documentation. All parcel level documentation will need to be submitted to the Contracting Agency prior to payment.

The contracting Agency and the local Fire District are working together on a coordinated outreach effort for this project. The intent of this effort is to notify landowners of the project and develop a list of participants for the program. The contracting Agency and the local fire department will make initial

contact with landowners to describe the project and workflow. Once a landowner has indicated a desire to participate in the project, the contracting Agency and local Fire District will connect the landowner with the Contractor to initiate the home assessment and subsequent steps. After the initial outreach and indication of participation by the landowner, the Contractor will be the primary liaison with the landowner to accomplish project elements. The contracting Agency and local Fire District may continue to interact with the landowner as needed, but the project workflow from the time of positive indication by the landowner will primarily be the responsibility of the Contractor and will fall under the Project Management bid item.

2-03.2 Parcel Selection and Site Work

There is a preapproved list of private parcels for this project that will be provided to the selected Contractor. No work shall occur on parcels outside of this list under this contract. These parcels will fall under two general categories within the Lake Wenatchee, Plain, Merritt area:

Project Area 1- UWPP: Work will occur across an estimated 85 targeted parcels with additional rebate program for landowners surrounding placement of rock within 0-5' of their homes. Each participating landowner selected from the master parcel list, who completes the Defensible Space Package will be eligible for up to \$1,700 worth of eligible work for both defensible space work and the placement of non-combustible materials. If the parcel is deemed eligible for placement of non-combustible material within the 0-5' area, the contractor will work with the landowner to design a plan that includes all desired project elements and specifies which actions will be covered by either direct payment to contractor or by rebate, up to a total of \$1,700 covered by program.

Project Area 2- LWFR: Defensible space work will occur across an estimated 27 targeted parcels with additional rebate opportunity for up to 5 of those landowners surrounding installation of ignition resistant retrofits on their homes. Initial payment as well as all contracting and permitting of the retrofit work is the sole responsibility of the homeowner. The Contractor may assist the home owner in coordination of the rebate package and information, but reimbursements will be made directly from the County to the Homeowner and not paid under this Contract. If the parcel is deemed eligible for ignition-resistant retrofits, the contractor will work with the landowner to design a plan that includes all desired project elements and specifies which actions will be covered by either direct payment to contractor or by rebate, up to a total of \$3,400 covered by the program.

Site Work

Site work will include all work associated with the implementation of defensible space work. Site assessments and defensible space plans will be developed for each parcel under the Project Management bid item. All site work will comply with the most recent version of the FEMA guidance of Technical Fact Sheet No. DR-4634 – Defensible space.

As part of the site assessment, the Contractor will provide a written quotation for the cost of work for defensible Space work as well as rock placement and retrofitting work as applicable for each parcel to be reviewed by both the Landowner and Contracting Agency prior to onsite work occurring.

Some parcels with home less than 45 years old may also be eligible to participate in one of two rebate programs which would include the installation of non-combustible landscaping materials (rock) within the immediate zone around the home (0-5') or installation of ignition resistant retrofits within the respective project areas. Only home owners that have participated in defensible space work and are compliant with defensible space standards are eligible for the additional rebate programs and those who have homes that are less than 45 years.

Each participating landowner will be required to provide a minimum of 12 hours of volunteer time on their property to be eligible for this credited work which will be tracked by the Contractor. Landowners will have the opportunity to pay the Contractor directly for additional work if the estimated cost exceeds

the allowable amount per landowner. Only the defensible space work will be payable under this contract to the Contractor. Any placement of non-combustible materials (rock) or ignition resistant retrofits will be paid under the rebate programs via landowner submitted proof of personal expenses for work not covered under the defensible space cost allowance. This will be submitted with the rebate package, which will be reviewed for reimbursement under the rebate program. Each participating landowner will be responsible for any costs in excess of those available for their parcel, unless otherwise approved by the Contracting Agency.

The Contracting Agency will be developing all necessary landowner documentation which the Contractor will work assist in finalizing.

Following the completion and approval of the initial site assessment, the Contractor will complete the defensible Space portion of the work within the amount eligible for each parcel. It is estimated that this work will average 4-16 hours per parcel for a 2-person crew. The Contractor shall complete all work within no more than 2 (8-hour) days unless otherwise approved by and agreed upon with the Contracting Agency. The landowner would pay for completion of the rock placement separately, and submit that cost for reimbursement to the Contracting Agency.

Fuels shall either be hauled and disposed of offsite, chipped and dispersed, or another handled in another means approved by the landowner and the Contracting Agency. No trees or branches over 12" dbh shall be removed without approval.

2-04 Measurement and Payment

Measurement shall be the unit cost of each pay item multiplied by the quantity of work completed for each pay item on the Contractor Provided Bid proposal form and shall be paid by the acre relative to the area delineated on the plans.

Site Work: Site work will include all work associated with the implementation of defensible space work on the selected parcels within each project area. Site Work under this Contract does not include those items which will be paid via the rebate programs. It is estimated that each parcel will take 4-16 total hours of site work for a two- person crew. The total cost of the work is not to exceed the allowable budget per parcel as listed in section 2 without explicate approval from the Contracting Agency.

Project Management: Project Management will include the development and management of site assessments for each property pre and post defensible space work, all assistance in landowner coordination and coordination with the Contracting Agency and the Fire District, and all other work listed in this section. It is estimated that each parcel will take 4-16 hours in project management. The Contractor shall not exceed 16 hours in project management on any one parcel without explicate approval from the Contracting Agency.

END OF SPECIAL PROVISIONS