



GREAT REDWOOD TRAIL AGENCY

MEETING DATE: April 3, 2025

AGENDA ITEM: 9. Intent to Award Contract in Response to Request for Proposals to L.D. Giacomini Enterprises, Inc. for Recycle & Disposal of Materials in Calpella

FROM: Bridget Nichols

RE: Intent to Award - Calpella Building - Recycle & Disposal of Materials Request for Proposal

EXECUTIVE SUMMARY:

GRTA received a grant from CalRecycle's Illegal Disposal Site Abatement Grant Program to fund the removal of waste from a GRTA owned building in Calpella, CA, which contains a large amount of waste. A Request for Proposals (RFP) was publicly posted. Bids were received and evaluated based on the RFP criteria. The GRTA has the intent to award the contract to L.D. Giacomini Enterprises, Inc. based on the criteria and cost. The selection process deviated from NCRA's contractor award process, which is currently under review for updates. Staff is requesting the board approve the process and grant the Executive Director the authority to award

BACKGROUND:

The Great Redwood Trail Agency (GRTA) received a grant from CalRecycle's Illegal Disposal Site Abatement Grant Program to fund the removal and disposal of refuse from the GRTA owned building located at 6355 Durable Mills Road, Calpella, CA. The building, which is approximately 70,000 to 80,000 square feet, contains a substantial volume of waste, including hazardous waste, solid waste, lumber, recyclables, and encampment debris.

To select a qualified hauling service provider, GRTA publicly posted a Request for Proposals (RFP) from February 19 to March 11. The RFP was posted on the GRTA website, distributed to contractors on GRTA's email list serve, and directly shared with contractors who had provided estimates in 2022 when the grant was initially written. A mandatory site visit was held, with five contractor companies in attendance.

A total of 2 bids were received and evaluated using the criteria outlined in the RFP. L.D. Giacomini Enterprises, Inc. contractor met all of the requirements, qualifications, and demonstrated the ability to provide the requested services at a competitive cost within project budget. In its response to the RFP, L.D. Giacomini Enterprises, Inc. stated its consent to the use of the attached template contract, which is attached hereto.

Staff substantially complied with NCRA's established contractor award process, which is currently under review for updates, completing a sealed proposal process requesting qualification and price information from potential suppliers, making the opportunity available

on the GRTA website and conducting a mandatory site visit to ensure potential proposers had adequate understanding of the scope of the intended service contract. Because no standing evaluation committee has been formed pursuant to the existing process, the Executive Director, Operations Manager, and Coastal Conservancy Project Manager served as such. In compliance with state law and the funding terms set forth in the CalRecycle Grant Program, which does not incorporate federal regulations often included in state transportation fund grants that pass through federal dollars, the NCRA Handbook procedure directing staff to undertake efforts to increase minority and women-owned business participation for grant-funded agreements was not applied. State law currently circumscribes public agencies' ability to engage in race and gender conscious contracting procedures unless their application is required by applicable federal rules, and no such federal requirements apply in this instance.

Based upon the forgoing, staff recommends your Board (1) approve the request for and review of proposals for the project under Section 1200 of the Handbook, and (2) authorize and direct staff to execute a contract with L.D. Giacomini Enterprises, Inc. in the amount of \$177,408 for refuse disposal services.

FISCAL IMPACT:

The proposed cost of the Calpella Building - Recycle & Disposal of Materials project is \$177,408. The CalRecycle Grant awarded to GRTA for this portion of the work is \$200,000. Eligible grant expenses are reimbursed to the GRTA. Cal Recycle will withhold and retain 10% of each eligible payment request until all conditions stipulated in the grant agreement have been satisfied.

CEQA ANALYSIS:

This action is not a project under CEQA pursuant to CEQA Guidelines Section 15378, as it does not result in a direct or reasonably foreseeable indirect physical change in the environment.

RECOMMENDATION:

Staff recommends the Board approve the request for and review of proposals for the project under Section 1200 of the Handbook, and authorize the Executive Director to enter into a Professional Services Agreement with L.D. Giacomini Enterprises, Inc. for the recycle and disposal of waste materials project in the GRTA owned building located in Calpella, CA, in a form approved by Counsel.

ATTACHMENTS:

A. GRTA PROFESSIONALSERVICESAGREEMENT CALPELLA WASTE REMOVAL

AGREEMENT FOR PROFESSIONAL SERVICES

This agreement ("Agreement"), dated as of **DATE** ("Effective Date") is by and between the Great Redwood Trail Agency ("GRTA") and **CONTRACTOR NAME**, (hereinafter "Contractor") a (STATE & ENTITY).

RECITALS

WHEREAS, Contractor is an experienced, licensed and qualified waste disposal and hauling service provider in Calpella, Mendocino County, State of California; and

WHEREAS, Contractor has prepared a quote for the Calpella Building Recycle & Disposal of Materials project located at 6355 Durable Mills Road, Calpella, California; and

WHEREAS, GRTA desires the assistance of Contractor to assist with this work; and

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants contained herein, the parties hereto agree as follows:

AGREEMENT

I. Scope of Services.

1.1 Services to Be Performed. Upon authorization by GRTA, Contractor shall perform the work as set forth in Exhibit "A" hereto. Such authorization will be provided in writing.

1.2 Cooperation With GRTA. Contractor shall cooperate with GRTA and GRTA staff in the performance of all work hereunder.

1.3 Performance Standard. Contractor shall perform all work hereunder in a manner consistent with the level of competency and standard of care normally observed by a person practicing in Contractor's profession. Contractor hereby agrees to provide all services under this Agreement in accordance with generally accepted professional practices and standards of care, as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of Contractor's work by GRTA shall not operate as a waiver or release. If GRTA determines that any of Contractor's work is not in accordance with such level of competency and standard of care, GRTA, in its sole discretion, shall have the right to do any or all of the following: (a) require Contractor to meet with GRTA to review the quality of the

work and resolve matters of concern; (b) require Contractor to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of Article 4; or (d) pursue any and all other remedies at law or in equity.

2. Payment. For all services and incidental costs required hereunder, Contractor shall be paid in accordance with the following terms:

Contractor shall be paid for work as set forth in the attached Exhibit A at an agreed-upon total price not to exceed **AMOUNT**. Contractor shall not be entitled to any additional payment for any expenses incurred in completion of the services, which shall include the cost of travel or equipment associated with the completion of any required work if the total billed amount exceeds the maximum amount to be billed herein.

Unless otherwise noted in this Agreement, payments shall be made within the normal course of GRTA business after presentation of an invoice in a form approved by the GRTA for services performed. Payments shall be made only upon the satisfactory completion of the services as determined by the GRTA. Undisputed invoices will be paid within 45 days. Amounts remaining outstanding after 45 days are subject to interest at a rate of 0.67% per month.

Pursuant to California Revenue and Taxation code (R&TC) Section 18662, GRTA shall withhold seven percent of the funds paid to Contractor for services performed within the State of California under this agreement, for payment and reporting to the California Franchise Tax Board, unless Contractor provides GRTA with a completed Form 590.

3. Term of Agreement. The term of this Agreement shall be from the Effective Date through **CONTRACT END DATE** unless terminated earlier in accordance with the provisions of Article 4 below.

4. Termination.

4.1 Termination for Cause. Notwithstanding any other provision of this Agreement, should Contractor fail to perform any of its obligations hereunder, within the time and in the manner herein provided, or otherwise violate any of the terms of this Agreement, GRTA may immediately terminate this Agreement by giving Contractor written notice of such termination, stating the reason for termination.

4.2 Termination without Cause. If at any time GRTA desires to terminate this contract, GRTA may immediately terminate this Agreement by giving Contractor written notice of such termination and directing Contractor to cease any further work hereunder.

4.3 Payment Upon Termination. Upon termination of this Agreement by GRTA, Contractor shall be entitled to receive full payment for all services satisfactorily rendered and reimbursable expenses properly incurred hereunder. If GRTA terminates this Agreement without cause pursuant to Section 4.2 hereof, Contractor shall additionally be entitled to payment at the rates set forth in Exhibit A for any additional work by Contractor to compile or analyze any information or data already collected by Contractor in order to make such information or data useable to GRTA. Prior to commencing such additional work, Contractor shall inform GRTA of the additional work required and provide an estimate of hours needed to complete such tasks.

5. Indemnification. Contractor agrees to accept all responsibility for loss or damage to any person or entity, including GRTA, and to indemnify, hold harmless, and release GRTA, its officers, agents, and employees, from and against any actions, claims, damages, liabilities, disabilities, or expenses, that may be asserted by any person or entity, including Contractor, that arise out of, pertain to, or relate to Contractor's or its agents', employees', contractors', subcontractors', or invitees' performance or obligations under this Agreement. Contractor agrees to provide a complete defense for any claim or action brought against GRTA based upon a claim relating to such Contractor's or its agents', employees', contractors', subcontractors', or invitees' performance or obligations under this Agreement. Contractor's obligations under this Section apply whether or not there is concurrent or contributory negligence on GRTA's part, but to the extent required by law, excluding liability due to GRTA's conduct.

6. Insurance. With respect to performance of work under this Agreement, Contractor shall maintain insurance as described in Exhibit B, which is attached hereto and incorporated herein by this reference.

1. Minimum Scope of Insurance. Coverage shall be at least as broad as:
 - a. Insurance Services Office ("ISO") Commercial General Liability coverage, occurrence basis (Form CG 00 01) or comparable.
 - b. Automobile Liability coverage: ISO Form Number CA 0001, Code 1 (any auto).
 - c. Workers' Compensation insurance as required by the Labor Code of the State of California, and Employer's Liability insurance.
2. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the Executive Officer.
3. Additional Terms.

- a. The contractor shall notify GRTA within two days of receipt of notice that any required insurance policy will lapse or be cancelled. At least ten days before an insurance policy held by the contractor lapses or is cancelled, contractor shall provide GRTA with evidence of renewal or replacement of the policy.
- b. Contractor hereby grants to the GRTA, its officers, agents, employees, and volunteers, a waiver of any right to subrogation which any insurer of the grantee may acquire against GRTA, its officers, agents, employees, and volunteers, by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the grantee has received a waiver of subrogation endorsement from the insurer.
- c. The general liability and automobile liability policies must contain, or be endorsed to contain, the following provisions:
 - i. The GRTA, its officers, agents, employees, and volunteers are to be covered as additional insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the grantee; and with respect to liability arising out of work or operations, including completed operations, performed by or on behalf of the grantee including materials, parts or equipment furnished in connection with the work or operations.
 - ii. For any claims related to this agreement, contractor insurance coverage shall be primary insurance as respects the GRTA.
 - iii. The limits of the additional insured coverage must equal the limits of the named insured coverage regardless of whether the limits of the named insurance coverage exceed those limits required by this agreement.
- d. Acceptability of Insurers. Insurance shall be placed with insurers admitted to transact business in the State of California and having a current Best's rating of "B+:VII" or better or, in the alternative, acceptable to GRTA and approved in writing by the Executive Director.
- e. Verification of Coverage. Contractor shall furnish GRTA with original certificates and amendatory endorsements, or copies of the applicable policy language, effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Executive Director before work commences. GRTA may require, at any time, complete, certified

copies of all required insurance policies, including endorsements affecting the coverage.

- f. **Contractors.** Contractor shall include all contractors as insureds under its policies or shall require each contractor to provide and maintain coverage consistent with the requirements of this section. To the extent generally available, the contractor shall also require each professional contractor to provide and maintain Errors and Omissions Liability insurance appropriate to the contractor's profession and in a reasonable amount in light of the nature of the project.
- g. **Premiums and Assessments.** GRTA is not responsible for premiums and assessments on any insurance policy.

7. **Execution of Work.** The execution of this Agreement shall constitute Contractor's authority to proceed immediately with the performance of this Agreement. Performance of the services hereunder shall be completed within the time required herein, provided, however, that if the performance is delayed by earthquake, flood, high water, or other Act of God or by strike, lockout, or similar labor disturbances, the time for Contractor's performance of this Agreement shall be extended by a number of days equal to the number of days Contractor has been delayed.

8. **Representations of Contractor.**

8.1 **Standard of Care.** GRTA has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby agrees that all its work will be performed and that its operations shall be conducted in accordance with generally accepted and applicable professional practices and standards as well as the requirements of applicable federal, state and local laws, including any applicable licensure or registration requirements, it being understood that acceptance of Contractor's work by GRTA shall not operate as a waiver or release.

8.2 **Status of Contractor.** The parties intend that Contractor, in performing the services specified herein, shall act as an independent contractor and shall control the work and the manner in which it is performed. Contractor is not to be considered an agent or employee of GRTA and is not entitled to participate in any pension plan, worker's compensation plan, insurance, bonus, or similar benefits GRTA provides its employees. In the event GRTA exercises its right to terminate this Agreement pursuant to Article 4, above, Contractor expressly agrees that it shall have no recourse or right of appeal under rules, regulations, ordinances, or laws applicable to employees.

8.3 Records Maintenance. Contractor shall keep and maintain full and complete documentation and accounting records concerning all services performed that are compensable under this Agreement and shall make such documents and records available to GRTA for inspection at any reasonable time. Contractor shall maintain such records for a period of four (4) years following completion of work hereunder.

8.4 Conflict of Interest. Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder.

8.5 Nondiscrimination. Without limiting any other provision hereunder, Contractor shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, sexual orientation or other prohibited basis, including without limitation, the GRTA's Non-Discrimination Policy. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated herein by this reference.

8.6 Ownership of Work Product. All reports, drawings, graphics, plans, and studies, in their final form and format, assembled or prepared by Contractor or Contractor's subcontractors, Contractors, and other agents in connection with this Agreement, shall be the property of GRTA. Contractor shall deliver such materials to GRTA upon request in their final form and format. Such materials shall be and will remain the property of GRTA without restriction or limitation. Document drafts, notes, and emails of the Contractor and Contractor's subcontractors, Contractors, and other agents shall remain the property of those persons or entities.

9. Assignment and Delegation. Neither party hereto shall assign, delegate, sublet, subcontract, or transfer any interest in or duty under this Agreement without the prior written consent of the other, and no such transfer shall be of any force or effect whatsoever unless and until the other party shall have so consented.

10. Method and Place of Giving Notice, Submitting Bills and Making Payments. All notices, bills, and payments shall be made in writing and shall be given by personal delivery or by U.S. Mail or courier service. Notices, bills, and payments shall be addressed as follows:

GRTA:

Executive Director
Great Redwood Trail Agency
c/o Blue Lake City Hall
PO Box 458
Blue Lake, CA 95525

TO CONTRACTOR: Contractor Name
Business Name
Address
Address
Email

When a notice, bill or payment is given by a generally recognized overnight courier service, the notice, bill or payment shall be deemed received on the next business day. When a copy of a notice, bill or payment is sent by facsimile or email, the notice, bill or payment shall be deemed received upon transmission as long as (1) the original copy of the notice, bill or payment is promptly deposited in the U.S. mail and postmarked on the date of the facsimile or email (for a payment, on or before the due date), (2) the sender has a written confirmation of the facsimile transmission or email, and (3) the facsimile or email is transmitted before 5 p.m. (recipient's time). In all other instances, notices, bills and payments shall be effective upon receipt by the recipient. Changes may be made in the names and addresses of the person to whom notices are to be given by giving notice pursuant to this paragraph.

13. Miscellaneous Provisions.

13.1 No Third Party Beneficiaries. Nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.

13.2 Applicable Law and Forum. This Agreement shall be construed and interpreted according to the substantive law of California, regardless of the law of conflicts to the contrary in any jurisdiction. Any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in Santa Rosa or the forum nearest to the City of Santa Rosa, in the County of Sonoma.

13.3 Captions. The captions in this Agreement are solely for convenience of reference. They are not a part of this Agreement and shall have no effect on its construction or interpretation.

13.4 Merger. This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Code of Civil Procedure Section 1856. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

13.5. Survival of Terms. All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

13.6 Time of Essence. Time is and shall be of the essence of this Agreement and every provision hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

CONTRACTOR:

GRTA:

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

General Counsel

Date: _____

Exhibit A- Scope of Work

Service: Remove discarded materials present inside and on surrounding property of the building. Sort, recycle, haul, and properly dispose of materials from GRTA property in Calpella, CA. Some hazardous materials are present. The project emphasizes recycling wherever possible, including lumber, building-type materials, scrap metal, plastics, cardboard, paper, used waste oil, mattresses, tires, and salvage items. The contractor will be responsible for arranging transport of non-recyclable waste to a landfill, hazmat collection facility, or transfer station. Hazardous materials will be tested and disposed of according to the specific substance and relevant requirements. The services shall not include any maintenance, repair, improvement, demolition, or alteration of any structure or other existing improvement. The materials to be removed from the premises are refuse materials; no fixtures or improvements to the property will be removed by the service provider.

Scope of Work:

- The contractor will sort the materials into designated piles for proper disposal and evaluation (if potentially hazardous).
- Waste will be categorized and sorted appropriately to ensure compliance with disposal regulations.
- The contractor must implement proper hazardous waste handling and disposal procedures in accordance with applicable state and federal regulations.
- The disposal contractor will be responsible for hauling waste materials to the appropriate disposal site or recycling facility and securing the proper disposal of hazardous materials.
- Work will be completed in a manner that prevents environmental disturbance and adheres to all applicable local, state, and federal guidelines.
- Selected proposer shall provide refuse-hauling and disposal services not associated with a public works project or public works worksite and therefore prevailing wage requirements will not be included in the resulting contract.
- Contractors must meet the requirements of the CalRecycle Contractor Declaration. (Attachment B).
- Work must be performed by entities with any applicable hazardous material handling and/or disposal certification as required by applicable law.

Exhibit B

With respect to performance of work under this Agreement, Contractor shall maintain and shall require all of its subcontractors, Contractors, and other agents to maintain insurance as described below unless such insurance has been expressly waived by the attachment of a *Waiver of Insurance Requirements*. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

Great Redwood Trail Agency ("Agency") reserves the right to review any and all of the required insurance policies and/or endorsements but has no obligation to do so. Failure to demand evidence of full compliance with the insurance requirements set forth in this Agreement or failure to identify any insurance deficiency shall not relieve Contractor from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.

Workers Compensation and Employers Liability Insurance

[Required if Contractor has employees as defined by the Labor Code of the State of California.]

Workers Compensation insurance with statutory limits as required by the Labor Code of the State of California.

Employers Liability with minimum limits of \$1,000,000 per Accident; \$1,000,000 Disease per employee; \$1,000,000 Disease per policy.

Required Evidence of Insurance: Certificate of Insurance.

If Contractor currently has no employees as defined by the Labor Code of the State of California, Contractor agrees to obtain the above-specified Workers Compensation and Employers Liability insurance should employees be engaged during the term of this Agreement or any extensions of the term.

General Liability Insurance

Commercial General Liability Insurance on a standard occurrence form, no less broad than Insurance Services Office (ISO) form CG 00 01.

Minimum Limits: \$1,000,000 per Occurrence; \$2,000,000 General Aggregate; \$2,000,000 Products/Completed Operations Aggregate. The required limits may be provided by a combination of General Liability Insurance and Commercial Excess or Commercial Umbrella Liability Insurance. If Contractor maintains higher limits than the specified minimum limits, Agency requires and shall be entitled to coverage for the higher limits maintained by Contractor.

Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$100,000 it must be approved in

advance by Agency. Contractor is responsible for any deductible or self-insured retention and shall fund it upon Agency's written request, regardless of whether Contractor has a claim against the insurance or is named as a party in any action involving the Agency.

The insurance provided to the additional insureds shall be primary to, and non-contributory with, any insurance or self-insurance program maintained by them.

Agency shall be endorsed as additional insureds for liability arising out of operations by or on behalf of the Consultant in the performance of this Agreement.

The policy definition of "insured contract" shall include assumptions of liability arising out of both ongoing operations and the products-completed operations hazard (broad form contractual liability coverage including the "f" definition of insured contract in ISO form CG 00 01, or equivalent).

The policy shall cover inter-insured suits between the additional insureds and Contractor and include a "separation of insureds" or "severability" clause which treats each insured separately.

Required Evidence of Insurance:

Certificate of Insurance.

Automobile Liability Insurance

Minimum Limit: \$1,000,000 combined single limit per accident. The required limits may be provided by a combination of Automobile Liability Insurance and Commercial Excess or Commercial Umbrella Liability Insurance.

Insurance shall cover all owned autos. If Contractor currently owns no autos, Contractor agrees to obtain such insurance should any autos be acquired during the term of this Agreement or any extensions of the term.

Insurance shall cover hired and non-owned autos.

Required Evidence of Insurance: Certificate of Insurance.

Standards for Insurance Companies

Insurers, other than the California State Compensation Insurance Fund, shall have an A.M. Best's rating of at least A:VII.

Documentation

All required Evidence of Insurance shall be submitted prior to the execution of this Agreement. Contractor agrees to maintain current Evidence of Insurance on file with Agency for the entire term of this Agreement and any additional periods if specified in Sections 1 – 4 above.

Required Evidence of Insurance shall be submitted for any renewal or replacement of a policy that already exists, at least ten (10) days before expiration or other termination of the existing policy.

Contractor shall provide immediate written notice if: (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self-insured retention is increased.

Upon written request, certified copies of required insurance policies must be provided within thirty (30) days.

Policy Obligations

Contractor's indemnity and other obligations shall not be limited by the foregoing insurance requirements.