

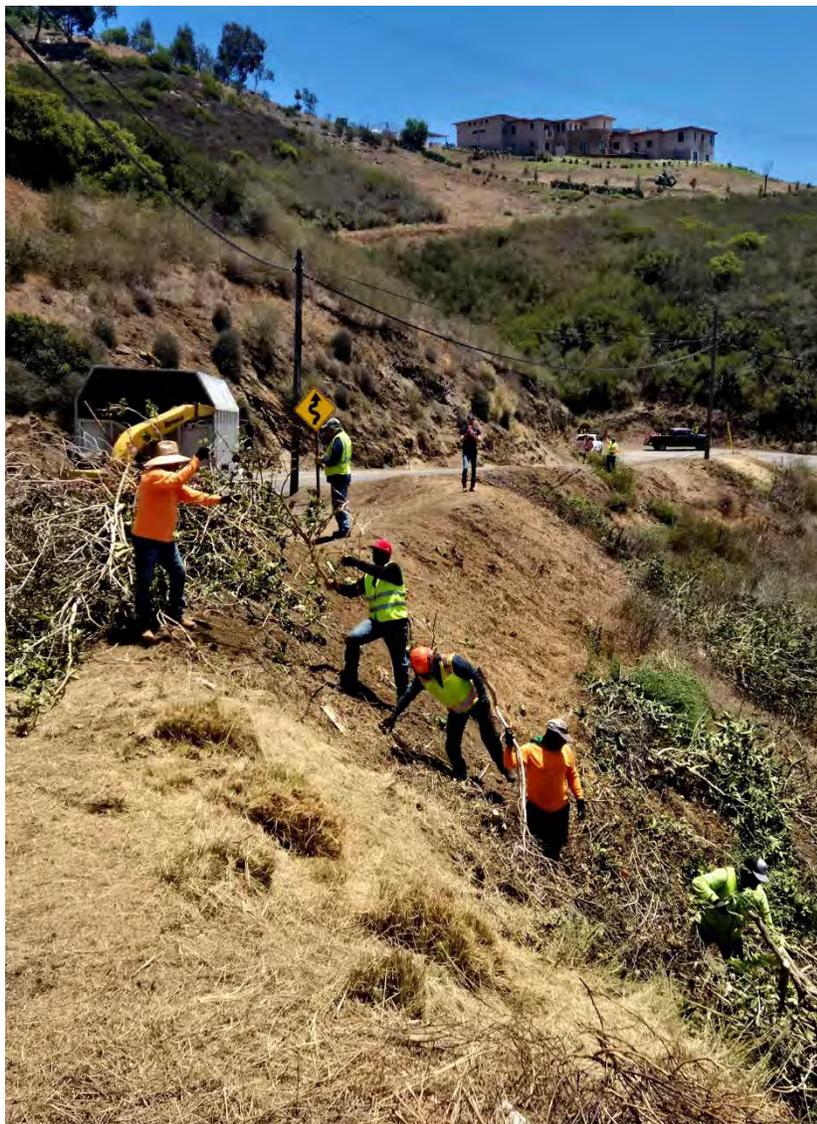
MOUNTAINS RECREATION & CONSERVATION AUTHORITY  
26800 Mulholland Hwy,  
Calabasas, CA 91302

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## 2026 REQUEST FOR PROPOSALS (RFP) ON-CALL VEGETATION MANAGEMENT SERVICES MOUNTAINS RECREATION AND CONSERVATION AUTHORITY (MRCA)

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Proposal Due Date: March 2nd, 2026 – 2:00pm





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- Section 1 – Introduction
- Section 2 – Contract Term
- Section 3 – Scope of Services
- Section 4 – On-Call Work Assignments
- Section 5 – Proposer Qualifications
- Section 6 – Photo Documentation / Invoicing Standards
- Section 7 – Proposal Submittal Requirements
- Section 8 – Responsiveness and Responsibility
- Section 9 – Evaluation Criteria
- Section 10 – Submittal Deadline
- Section 11 – Contact Information
- Section 12 – Insurance and Licensing Requirements
- Exhibit A – Brushing Cost Proposal
- Exhibit B – Tree Cost Only Pricing Schedule



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## 1. INTRODUCTION

The Mountains Recreation and Conservation Authority (MRCA) is soliciting Proposals from qualified vegetation management contractors including brushing and tree service contractors to provide on-call management services for MRCA-managed lands and facilities.

This Request for Proposals (RFP) is intended to supplement MRCA's annual Request for Bids (RFBs) by establishing a pool of qualified contractors who can perform time-sensitive, specialized, or emergency services on an as needed basis.

## 2. CONTRACT TERM

The anticipated contract term shall be:

June 1, 2026, through February 28<sup>th</sup> 2027

MRCA reserves the right to extend or curtail the contract period, subject to funding availability and satisfactory performance, in accordance with applicable regulations.

## 3. SCOPE OF SERVICES

Selected contractors shall provide on-call vegetation management services, which may include, but are not limited to:

### 3.1 Vegetation Management Activities

- Brush clearing and removal of dense vegetation
- Weed abatement
- Fuel modification and fire hazard reduction
- Chipping on-site dispersal of off site disposal of vegetative material
- Trail and access corridor clearance

### 3.2 Tree Services (**when applicable**):

- Tree limbing to required clearance height
- Tree and shrub pruning



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- Tree removal
- Hazard tree mitigation
- Emergency tree response

### 3.3 Special Conditions

- Services may be required on short notice, including emergency response
- Work locations may include steep terrain, remote areas, and public use areas
- Compliance with all local, state, and federal environmental regulations is required

## 4. ON-CALL WORK ASSIGNMENTS

- Work will be assigned on an as-needed basis
- No minimum quantity of work is guaranteed
- MRCA will issue a task order number per project with defined scope, schedule, and not-to-exceed cost (Task order information will include Contractor's name, Master on-call fully executed contract no., task order issuance date, notice to proceed date, site name, address, and description of work)
- Contractors must be able to demonstrate the ability to mobilize quickly, as evaluated under the Evaluation Criteria.
- Selection to the on-call pool does not guarantee issuance of any task orders.

## 5. PROPOSER QUALIFICATIONS

Proposers shall demonstrate experience performing vegetation management, brush clearance, or fuel modification services for public agencies or similar land-management entities.

Proposers shall provide a minimum of three (3) representative projects completed within the past five (5) years. Experience with the Mountains Recreation and Conservation Authority (MRCA) is not required but may be considered as part of the Best Value evaluation.



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For each representative project, include:

- Client/Agency name (identify MRCA projects, if applicable)
- Project name and location
- Year(s) performed
- General scope of work
- Approximate acreage and terrain conditions

MRCA reserves the right to verify prior performance references.

The representative projects submitted under this section are intended to demonstrate proposer experience and responsibility only and are distinct from the sample completed projects required under Section 7.4 for price validation.

## 6. EXPERIENCE WITH STANDARD (PHOTO DOCUMENTATION/INVOICING)

Proposers must demonstrate familiarity with vegetation management photo documentation and reporting standards. Contractors shall be required to comply with the following documentation protocols for all work performed.

### 6.1 Photographic Documentation

- Contractor shall provide time-stamped digital photographs that clearly document project conditions:
- Before commencement of work
- During active work operations
- After completion of work
- Photo documentation must be submitted with invoice



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## 7. PROPOSAL SUBMITTAL REQUIREMENTS

### 7.1 Cover Letter

- Contractors' name, address, and primary contact
- Brief statement of interest and understanding of the RFP
- Include proposal type:
  - a. Tree-Only
  - b. Brushing-Only
  - c. Combined

### 7.2 Cost Proposal

Proposers shall submit pricing based on their selected scope of work.

Brushing services pricing shall be submitted using Exhibit A – Brushing Cost Proposal.

Tree services pricing shall be submitted using Exhibit B – Tree Cost Only Pricing Schedule, if applicable.

All pricing shall be fully burdened and inclusive of labor, supervision, equipment, fuel, PPE, overhead, and profit.

#### 7.2.1 Tree-Only Proposals

MRCA recognizes that certain contractors may specialize exclusively in tree-related services and may not perform large-scale brushing or per-acre vegetation clearing work.

Proposers who solely provide tree services (including but not limited to tree trimming, limbing, pruning, tree removal, hazard tree mitigation, stump grinding, and emergency tree response) are not required to submit per-acre brushing rates under Section 7.2 in order for their proposal to be considered responsive.



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Tree-only proposers shall instead submit a separate “Tree Cost Only Pricing Schedule” that includes unit pricing for applicable tree services. Pricing may be structured on a per-tree, per-inch DBH, per-hour, or unit basis, as appropriate for the service type.

Failure to provide brushing pricing shall not result in disqualification, provided the proposer clearly identifies their submission as a “Tree-Only Proposal” on the cover page.

MRCA reserves the right to:

- Award tree services independently of brushing services;
- Award brushing services to separate contractor(s);
- Issue multiple awards under this RFP; or
- Combine services if determined to be in the best interest of MRCA.

#### 7.2.2 Brushing-Only Proposals

MRCA also recognizes that certain contractors specialize in brushing, fuel modification, and per-acre vegetation clearing and may not provide tree removal or arborist services.

Proposers who solely provide brushing or vegetation clearing services are not required to submit tree-specific pricing in order for their proposal to be considered responsive.

Failure to provide tree-related pricing shall not result in disqualification, provided the proposer clearly identifies their submission as a “Brushing-Only Proposal” on the cover page.

MRCA reserves the right to award brushing and tree services separately and may issue multiple awards under this RFP.

#### 7.3 Proposal Certification and Signature

The proposal shall include a signed certification by an authorized representative of the proposer. The signature shall constitute a representation that:

- The proposer has read, understands, and agrees to all requirements of this RFP
- The information provided is true and accurate
- The signer is authorized to bind the proposer
- The proposal pricing shall remain valid for a period of 45 days from the proposal due date



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- Unsigned proposals may be deemed non-responsive.

The undersigned hereby certifies that they are authorized to bind the proposer and that the proposal submitted in response to this RFP is true and correct.

#### 7.4 Sample Completed Projects (Price Validation)

Proposers shall submit at least three (3) completed vegetation management projects representative of the work anticipated under this contract. **NOTE: (The same projects submitted to demonstrate compliance with Section 5 (Proposer Qualifications) may be used to satisfy the requirements of this section, provided the additional information required for price validation is included)**

For each sample project, provide:

- Client/Agency name
- Project location and year completed
- Description of vegetation type, density, slope, and acreage (brushing proposals only)
- Description of tree projects (tree service proposals only)
- Before and after photographs
- Contract price or unit pricing used for the project
- Sample projects may include MRCA projects or work completed for other public agencies or comparable entities.

This information will be used solely to evaluate the reasonableness and reliability of proposed pricing.



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## 7.5 Proposal Submittal Summary/Checklist

To be considered responsive, proposers shall submit a complete proposal that includes all five (5) items listed below. Failure to submit required items may result in the proposal being deemed non-responsive.

Proposals shall include:

- Cover Letter (Section 7.1)
- Proposer name, address, and primary contact
- Brief statement of interest and understanding of the RFP
- Identification of proposal type:
  - a) Tree-Only Proposal
  - b) Brushing-Only Proposal
  - c) Combined Tree and Brushing Proposal

### 1. Proposer Qualifications (Section 5)

- Description of at least three (3) representative projects completed within the past five (5) years demonstrating relevant vegetation management experience
- Project information as specified in Section 5

### 2. Cost Proposal

Proposers shall submit pricing based on their selected scope:

- Fully burdened unit (per-acre) pricing for all vegetation density and slope categories listed in the RFP

#### **Brushing-Only Proposers:**

- Fully burdened unit (per-acre) pricing for all applicable vegetation density and slope categories listed in Section 7.2

#### **Tree-Only Proposers:**



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- Completed Exhibit B – Tree Cost Only Pricing Schedule

**Combined Proposers (Tree and Brushing):**

- Completed Exhibit A (Per-Acre Brushing Rates)
- Completed Exhibit B – Tree Cost Only Pricing Schedule

3. Proposal Certification and Signature (Section 7.3)

- Signed certification by an authorized representative
- Confirmation of pricing validity period

4. Sample Completed Projects – Price Validation (Section 7.4)

- At least three (3) completed projects representative of the proposed work (The same projects submitted under Section 5 may be used to satisfy this requirement, provided all required pricing and photo documentation is included)
- Before and after photographs
- Description of vegetation type, density, slope, and acreage
- Contract price or unit pricing

Only proposals determined to be responsive and submitted by responsible proposers will be evaluated in accordance with Section 9 (Evaluation Criteria).

## 8. RESPONSIVENESS AND RESPONSIBILITY

A proposal shall be considered responsive if it complies with all material requirements of this RFP and is submitted in the required format by the stated deadline.

A proposer shall be considered responsible if the proposer demonstrates the capability, integrity, experience, staffing, equipment, and financial capacity to perform the work in accordance with the RFP requirements.



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MRCA reserves the right to:

- Waive minor irregularities or immaterial defects in proposals
- Request clarification or additional information from proposers
- Reject proposals that are non-responsive or from proposers determined to be non-responsive

## 9. EVALUATION CRITERIA

Only proposals determined to be responsive and submitted by responsible proposers will be evaluated.

Proposals will be evaluated using a Best Value approach. Award is not based solely on lowest price.

Evaluation factors may include, but are not limited to:

### A. Relevant Experience (weighted)

- Experience performing vegetation management in steep terrain, Wildland-Urban Interface (WUI), or sensitive public lands
- Experience with MRCA projects, if applicable
- Demonstrated understanding of MRCA work conditions and standards
- Experience specific to the scope proposed (tree services, brushing services, or both)

### B. Price Proposal

Pricing will be evaluated based on the scope submitted by the proposer:

- Brushing-Only Proposals will be evaluated based on Exhibit A
- Tree-Only Proposals will be evaluated based on Exhibit B
- Combined Proposals will be evaluated based on both Exhibit A and Exhibit B.

Evaluation of price may include:

- Completeness and clarity of submitted pricing



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- Internal consistency of unit rates
- Reasonableness of pricing based on sample project information
- Overall cost competitiveness within the proposer’s selected scope

MRCA is not required to compare pricing across different scope categories and reserves the right to award tree and brushing services separately.

**C. Responsiveness and Capacity**

- Ability to mobilize quickly for on-call and emergency work
- Ability to meet documentation, reporting, and invoicing requirements
- Demonstrated capacity to perform the specific scope proposed

MRCA reserves the right to consider overall best value to the agency.

**10. SUBMITTAL DEADLINES**

Proposals must be received by:

<b>Deadline</b>	<b>Date</b>	<b>Time</b>
Questions Accepted Until	February 24, 2026	2:00 PM
Clarifications to Questions	February 27,2026	2:00 PM
Sealed Bids Submission	March 2nd, 2026	2:00 PM

**11. CONTACT INFORMATION**

All questions regarding this RFP shall be directed to:

Contact email: [mrcafireprevention@mrca.ca.gov](mailto:mrcafireprevention@mrca.ca.gov)

**12. INSURANCE AND LICENSING REQUIREMENTS**

**Insurance**

Contractor shall provide MRCA with proof of all required insurance, outlined below. The Mountains Recreation and Conservation Authority, the Conejo Recreation and Park District, the



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Rancho Simi Recreation and Park District, the Santa Monica Mountains Conservancy and the State of California, shall each be named as additional insured (collectively, “Additional Insured’s”) on all policies. As Additional Insured’s, all employees, agents, directors, and officers, of the Additional Insured’s are required to be covered by each policy.

A. General Liability. Contractor shall, at all times during the Term of this Agreement, maintain a policy of comprehensive liability insurance covering all Work to be done pursuant to this Agreement and any applicable amendments. The policy shall cover at least one million dollars (\$1,000,000) combined single limit per occurrence and two million dollars (\$2,000,000) in aggregate for bodily injury and property damage. The policy shall not exclude or except from coverage any of the Work required to be performed under this Agreement.

B. Automobile. Contractor shall maintain comprehensive automobile insurance throughout the duration of this Agreement of at least one million dollars (\$1,000,000) per occurrence of bodily injury or property damage. The policy shall include all Contractor-owned, non-owned, and hired vehicles employed by the Contractor in the performance of the Work described herein.

C. Subcontractors. Contractor shall include all subcontractors as insures under the policies required herein, or, shall provide MRCA with certificates and endorsements for each subcontractor. Coverage of subcontractors shall be subject to the requirements outlined herein. Likewise, Contractor shall require all subcontractors to secure the same policies required of Contractor herein. Subcontractors shall name the Contractor, MRCA, and Additional Insures as additional insured parties on said policies.

D. Workers Compensation. Contractor shall, at all times during the Term of this Agreement and completion of Work, maintain appropriate workers compensation insurance as required by California law. By entering into this Agreement, Contractor acknowledges its obligations to all employees under the California

Labor Code and represents that it will comply with all requirements therein. As a condition precedent to the effectiveness of this Agreement proof of required coverage will be provided to MRCA by Contractor. In no event will the MRCA or Additional Insurers be responsible for any claims in law or equity due to the failure of the Contractor to comply with the terms of the provisions of this Section or this Agreement.

E. Primary Coverage. Any insurance required of the Contractor herein shall serve as the primary coverage for the MRCA. Any insurance policy maintained by the MRCA shall be in excess of the Contractor’s insurance.



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F. Notice. Each policy required herein shall contain a clause providing that written notice shall be given to the MRCA pursuant to Section 24 herein, 30 days prior to any termination, cancellation, suspension, or reduction in coverage or limits.

G. Separate Coverage. Contractor’s insurance shall apply separately to each insured against whom a claim is made, or suit is filed, except with respect to the limits of insurer’s liability.

**Licensing Requirements**

- Contractor shall possess a valid California Contractor’s State License Board (CSLB) license appropriate for the work being performed, which may include C-61/D-49 (Tree Service) or other applicable classifications.
- Contractors performing tree trimming, pruning, or removal shall have an ISA Certified Arborist on staff or available to supervise tree operations.

**13. EXHIBIT A - BRUSHING COST PROPOSAL (PER-ACRE RATE)**

All pricing shall be fully burdened, inclusive of labor, supervision, equipment, fuel, PPE, overhead, traffic control (if required) disposal, overhead and profit.

<b>Vegetation Density</b> <b>Acre (\$/acre)</b>	<b>Terrain</b>	<b>Price per</b>
Light annual grass (cuts cleanly in one pass) -uses standard weed whacker line (.065-.80)	≤30% slope	\$
Medium to heavy dense annual grass (needs multiple passes - woody or stalky stiff plants like thistle and mustard seed) Requires thicker weed whacker line (.095-.105)	≤30% slope	\$
Heavy/ Brush – Not grass. Woody plants, chaparral. Requires a chainsaw and or chipping services.	≤30% slope	\$
Light annual grass (cuts cleanly in one pass) -uses standard weed whacker line (.065-.80)	30–50% slope	\$



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Medium to heavy dense annual grass (needs multiple passes - woody or stalky stiff plants like thistle and mustard seed) Requires thicker weed whacker line (.095-.105)	30-50% slope	\$
Heavy/ Brush – Not grass. Woody plants, chaparral. Requires a chainsaw and or chipping services.	30-50% slope	\$
Light annual grass (cuts cleanly in one pass) -uses standard weed whacker line (.065-.80)	>50% slope	\$
Medium to heavy dense annual grass (needs multiple passes - woody or stalky stiff plants like thistle and mustard seed) Requires thicker weed whacker line (.095-.105)	>50% slope	\$
Heavy/ Brush – Not grass. Woody plants, chaparral. Requires a chainsaw and or chipping services.	>50% slope	\$

Proposer Company Name: \_\_\_\_\_

Authorized Representative (print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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14. EXHIBIT B – TREE COST ONLY PRICING SCHEDULE

ON-CALL VEGETATION MANAGEMENT SERVICES (TREE SERVICES)

Mountains Recreation and Conservation Authority (MRCA)

Tree-only proposers (or proposers providing tree services as part of a combined proposal) shall complete and submit the pricing schedule below.

All pricing shall be fully burdened, inclusive of labor, supervision, equipment, fuel, PPE, traffic control (if required), disposal, overhead, and profit.

Pricing shall remain valid for the term of the contract.

A. MOBILIZATION / RESPONSE FEES

Item Description	Unit	Unit Price
A1 Standard Mobilization (Normal Business Hours)	Each	\$_____
A2 Emergency Mobilization (After Hours / Weekends / Holidays)	Each	\$_____
A3 Storm/Event Response Mobilization	Each	\$_____

B. TREE TRIMMING / PRUNING (PER TREE)

*(Includes limbing to required clearance height, pruning, and cleanup)*

Item Description	Unit	Unit Price
B1 Tree trimming/pruning (0–12” DBH)	Per Tree	\$_____
B2 Tree trimming/pruning (13–24” DBH)	Per Tree	\$_____
B3 Tree trimming/pruning (25–36” DBH)	Per Tree	\$_____
B4 Tree trimming/pruning (37”+ DBH)	Per Tree	\$_____

C. TREE REMOVAL (PER TREE)

*(Includes cutting, loading, hauling, disposal, and site cleanup)*

Item Description	Unit	Unit Price
C1 Tree removal (0–12” DBH)	Per Tree	\$_____
C2 Tree removal (13–24” DBH)	Per Tree	\$_____
C3 Tree removal (25–36” DBH)	Per Tree	\$_____
C4 Tree removal (37–48” DBH)	Per Tree	\$_____
C5 Tree removal (49”+ DBH)	Per Tree	\$_____
C6 Hazard Tree Removal (additional fee if required)	Per Tree	\$_____



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**D. STUMP GRINDING / STUMP REMOVAL**

Item Description	Unit	Unit Price
D1 Stump grinding (0–12” diameter)	Per Stump	\$_____
D2 Stump grinding (13–24” diameter)	Per Stump	\$_____
D3 Stump grinding (25–36” diameter)	Per Stump	\$_____
D4 Stump grinding (37”+ diameter)	Per Stump	\$_____
D5 Full stump removal (excavation and disposal)	Per Stump	\$_____

**E. TREE DEBRIS DISPOSAL / CLEANUP**

Item Description	Unit	Unit Price
E1 Chipping (includes chipper and crew)	Per Hour	\$_____
E2 Hauling and disposal of tree debris	Per Load	\$_____
E3 Disposal/tipping fees (if billed separately)	Per Ton	\$_____

**F. HOURLY LABOR / CREW RATES (IF APPLICABLE)**

Item Description	Unit	Unit Price
F1 Tree Crew (2-person crew)	Per Hour	\$_____
F2 Tree Crew (3-person crew)	Per Hour	\$_____
F3 Certified Arborist	Per Hour	\$_____
F4 Climber Rate (if required)	Per Hour	\$_____

**G. EQUIPMENT RATES (IF NOT INCLUDED ABOVE)**

*(If included in pricing above, write “Included”)*

Item Description	Unit	Unit Price
G1 Bucket Truck	Per Hour	\$_____
G2 Dump Truck	Per Hour	\$_____
G3 Skid Steer / Loader	Per Hour	\$_____
G4 Chipper	Per Hour	\$_____
G5 Crane Service (if required)	Per Hour	\$_____

**H. TRAFFIC CONTROL (IF REQUIRED)**

Item Description	Unit	Unit Price
H1 Traffic control setup and removal	Each	\$_____
H2 Flaggers	Per Hour	\$_____
H3 Lane closure/signage equipment	Per Day	\$_____



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**I. EMERGENCY / AFTER HOURS RATES**

Item Description	Unit	Unit Price
I1 Emergency Tree Crew (after hours)	Per Hour	\$ _____
I2 Emergency Bucket Truck Rate	Per Hour	\$ _____
I3 Emergency Hauling/Disposal Rate	Per Load	\$ _____

**TREE COST ONLY PRICING CERTIFICATION**

The undersigned certifies that the above pricing reflects tree-related services only and is fully burdened inclusive of all labor, supervision, equipment, disposal, and required incidentals.

**Proposer Company Name:** \_\_\_\_\_

**Authorized Representative (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_