



Request for Proposals for:

Marin County Community Wildfire Protection Plan

Issue Date: April 10, 2015
Proposals due by: May 1, 2015 4:00PM

Project Description

FIRESafe MARIN (FSM) is requesting proposals from qualified consulting firms to assist with updating the 2005 Marin County Community Wildfire Protection Plan (CWPP) and consolidate the Unit Strategic Fire Plan to create a CWPP compliant Unit Fire Plan. This Plan will serve as a framework to prioritize all future wildfire hazard protection among community stakeholders and foster a county-wide collaborative approach to reduce wildfire risk and hazards. This CWPP will develop actions to reduce structural ignitability and strengthen community fire preparedness with a prioritized set of actions for public education, reduction of structure ignitability, fuel reduction and methodology for monitoring accomplishments. A framework for identifying and prioritizing potential fuel treatment, wildfire hazard mitigation, and restoration projects will be developed as part of this Plan.

Proposal Scope

The proposal shall include the following components: (1) discussion of technical approach and analytical methodologies; (2) work schedule; (3) project management and project team; and (4) cost summary proposal and breakdown for each task, with a maximum, not-to-exceed fee. FSM would like to initiate this work by June 1, 2015, with completion of the CWPP by December 2015.

The general scope of work includes the following:

- 1) Convene Decision Makers, Involve Land Management Agencies, Engage Community
- 2) Data Gathering, Update Community Base Map
- 3) Develop a Community Risk Assessment
- 4) Community/Stakeholder Workshops
- 5) Plan Development
- 6) Establish Community Priorities and Recommendations
- 7) Develop an Action Plan and Assessment Strategy
- 8) Finalize Community Wildfire Protection Plan

At a minimum, the expected deliverables include:

- 1) Process plan and detailed budget
- 2) A skilled meeting facilitator will design a meeting format, plan and conduct meetings, and collect and report feedback from, at a minimum:
 - a. 3 community workshops
 - b. 4 Stakeholder plan introduction or review meetings
- 3) Identification of significant wildfire threats to landscape, urban development, industry and infrastructure in Marin County, CA
- 4) Final updated plan that identifies and prioritizes areas of greatest risk, hazard, and values and establishes a framework to allow land managers and communities to collaborate on the specific scope of potential fuel reduction and wildfire hazard mitigation projects
- 5) Consolidated and update existing GIS and fuels data
 - a. Identification of Wildland Urban Interface
 - b. Identification of potential project boundaries with framework to add future projects
 - c. Incorporation of existing layers including but not limited to historical fires, existing fuel breaks, infrastructure, fire roads, streets, sensitive habitat, vegetation.
 - d. Develop LCP format fuel datasets for use by FSM in planning fuels treatment projects.
 - i. Contractor will work with FSM, Marin County Fire Department, and Marin County land management agencies to identify current vegetation fuel conditions.
 - ii. Create fuel model at sufficient resolution to represent current vegetation and changes related to proposed projects.
 - iii. Develop a process for changing fuel models to reflect the influence of fuels treatments on fuel quantity and subsequent fire behavior and fire effects potentials.
 - iv. Develop a process for assigning fuel models to residential structures based on fire agency home inspections and defensible space criteria.
- 6) Reviewable draft to be submitted no later than October 15, 2015.
- 7) Final report in a professional, press-ready format (INDD or Press Ready PDF)

It is expected that the qualified consulting firm will be able to bring with them the breadth and depth of knowledge from previous experience developing CWPPs or other similar wildfire hazard mitigation documents.

Proposal Submittal

Applicants shall provide four hard copies and one electronic copy of the proposal, which shall include a management summary, information on the project, and descriptions of recent relevant work performed by the team or team leader on similar tasks or projects as described below:

1. Management Summary
 - a. Understanding of the project.
 - b. Management approach and scope of work.

- c. Any proposed schedule and/or milestones.
 - d. Project fee estimate for each phase (permitting, installation, monthly operating, and reports) in the scope of work.
 - e. Provide a rate schedule for services.
2. Project Team
 - a. List of the proposed team members or sub consultants, include firms' names, specialty, address, phone number, email, and website addresses. The role(s) and scope of work of each team member shall be clearly described.
 - b. Resumes for the proposed project manager and additional key staff (no more than 1 page for each).
3. Project Experience
 - a. Sample projects with similar scope and data sets.
 - b. Client references for applicable services.
 - c. List of recent client counties or regulatory agencies.
4. Contract
 - a. Be prepared to enter a Professional Services Agreement with FSM

The selected consultant will hold a contract directly with FIRESafe MARIN and may subcontract out work to any other professionals needed to complete the effort. FSM reserves the right to enter into separate contracts with consultants supplying specialized services, use qualified staff to provide services, or direct the integration of qualified staff into the project team. FSM also reserves the right to throw out any or all proposals and process a new RFP if it so chooses. The consultant may be required to work with and coordinate efforts with other consultants under separate contracts.

Evaluation Criteria

As the following evaluation criteria will be used to select a consultant, proposals should clearly address the following:

- Prior experience with GIS, fuels data, interagency coordination, public outreach.
- Demonstrate understanding of the project and firm's capability and resources to accomplish the work quickly once the selection and contract process is complete.
- Acceptable rate schedule.
- Acceptance of contract terms and insurance limits.

FSM will review and consider the submissions from qualified respondents to this request and rank them based on the information provided satisfying the scope of work and evaluation criteria. Following this initial submittal, FSM representatives may conduct telephone or personal interviews with the top two candidates. Following these interviews FSM intends to select one firm to negotiate a professional service agreement.

Questions

All questions should be directed in writing to:

toddlando@firesafemarin.org

or

FIRESafe MARIN
Attn: Todd Lando, Coordinator
P.O. Box 2831
San Anselmo, CA 94979

Submittal

Please submit four hard copies and one electronic copy of the Proposal no later than **May 1, 2015 at 4:00 p.m.** to:

Email:

grants@firesafemarin.org

Postal Mail (Hard Copies):

FIRESafe MARIN
RE: CWPP Proposal
P.O. Box 2831
San Anselmo, CA 94979