

Santa Clara County Fire Department
Request for Proposals for
Countywide Community Wildfire Protection Plan



Date issued:
Pre-proposal conference:
Proposal due:

JUNE 30, 2015
9:00 a.m., July 9, 2015
1:00 p.m., July 21, 2015

**Request for Proposals for
Countywide Community Wildfire Protection Plan**

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I. Introduction and Schedule

A. General

1. Introduction

Santa Clara County Central Fire Protection District (County Fire) is seeking proposals from qualified and experienced consultants to prepare a fully integrated Countywide Community Wildfire Protection Plan (CWPP).

2. Background

According to the Santa Clara County Assessor's Office, there are over 12,700 parcels with habitable structures in identified State Responsibility Areas (SRA) and Local Responsibility Areas (LRA) fire hazard severity zones within Santa Clara County. Of these parcels, over 6,000 are in the SRA and about 6,700 are in LRA. CAL FIRE has identified 14 communities at risk to wildfire within the County of Santa Clara, which are being served by six fire agencies. Four of these communities have existing CWPPs.

The countywide CWPP will put all the communities at risk to wildfire in one planning document that will be utilized by CAL FIRE, local fire agencies and the Santa Clara County FireSafe Council in prioritizing the placement and maintenance of shaded fuel breaks, fuel reduction programs and public education campaigns. County Fire, in conjunction with the Santa Clara County Fire Chiefs Association, the Santa Clara County FireSafe Council, the County of Santa Clara and other entities are seeking one comprehensive countywide CWPP.

Severe wildfires in recent years prompted several communities and the FireSafe Council to independently craft plans for addressing wildfire risk in their immediate vicinity. Agencies and partners in Santa Clara have been active in such projects as chipping programs, Special Needs Assistance Programs, defensible space, roadside fuels reduction, private landowner fuel breaks, defensible space inspection programs, and the identification of evacuation routes.

The development of a countywide CWPP is the next step in helping to make this County more fire safe and to define and prioritize specific fuel reduction projects for implementation.

3. Nature of the Project and Objectives

It is the objective of this RFP to solicit concepts and proposals for a countywide CWPP that encompasses all the identified communities at risk to wildfire in order for fire agencies and partners to best prioritize and manage future resources for fuel reduction projects, as well as develop and monitor mitigation alternatives. The project will gather up-to-date environmental and community data. The CWPP shall conform and be consistent with Title I of the Healthy Forests Restoration Act (HFRA) passed by Congress on November 21, 2003.

The CWPP shall meet the requirements of HFRA by:

- a) Identifying and prioritizing fuels reduction opportunities across the landscape
- b) Addressing structural ignitability
- c) Collaborating with stakeholders

The successful contractor shall utilize the Strategic Fire Plan for California and the CAL FIRE 2015 Strategic Fire Plan for the Santa Clara Unit while developing the CWPP. The successful contractor shall collaborate with identified fire agencies, identified decision makers, and the Santa Clara County FireSafe Council.

4. Term of the Proposed Contract and Options for Extensions

This service shall be through a contract, and shall have a completion date of May 31, 2016.

B. Schedule

The anticipated schedule for this RFP is as follows:

<u>Proposal Phase</u>	<u>Date</u>
RFP is issued by County Fire	June 30, 2015
Pre-Proposal conference with interested parties	July 9, 2015, 9:00 a.m.
Proposals due	July 21, 1:00 p.m.

II. Scope of Work

County Fire is requesting proposals from consulting firms to assist with creating a countywide community wildfire protection plan (CWPP). This plan will serve as a framework to prioritize future wildfire hazard protection among community stakeholders and foster a countywide 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.

A. 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;
4. Cost summary proposal and breakdown for each task, with a maximum, not-to-exceed fee.

This project shall start upon completion of a signed contract and be completed by May 31, 2016.

B. The General Scope of Work includes the following:

1. Convene with decision makers.
2. Engage stakeholders. Contact and encourage active involvement in plan development from a broad range of public and private stakeholders including the Santa Clara County FireSafe Council. CAL FIRE has identified 14 communities at risk to wildfire, which include:
 - a. Cupertino
 - b. East Foothills
 - c. Gilroy
 - d. Lexington Hills
 - e. Los Altos Hills
 - f. Los Gatos
 - g. Milpitas
 - h. Monte Sereno
 - i. Morgan Hill
 - j. Palo Alto
 - k. San Jose
 - l. San Martin
 - m. Saratoga
 - n. Stanford
 - o. Other at risk areas identified by CAL FIRE
3. Data gathering. As part of the data gathering, create a tool to assess the communities' attitudes towards wildfire protection and perceived priorities.
4. Create a community base map.
5. Develop a community risk assessment.
6. Host community / stakeholder workshops to establish community priorities and recommendations. Use the base map and community risk assessment to facilitate a collaborative community discussion that leads to the identification of local priorities for fuels treatment, reducing structural ignitability and public education. County Fire will provide locations for workshops. The contractor will provide announcements, flyers, handouts and refreshments.
7. Plan development. Develop an Action Plan and Assessment Strategy. The consultant will make formal recommendations for:
 - a. a process to update the plan with accomplishments,
 - b. the revision of priorities as necessary,
 - c. a recommended schedule for the review process.
8. Finalize Community Wildfire Protection Plan

C. At a minimum, the expected deliverables include:

1. Providing the process plan and detailed budget.
2. Identifying stakeholders of the CWPP. Providing a list of stakeholder and contact information (name, title, address, phone, email).
3. A skilled meeting facilitator to design a meeting format, plan and conduct meetings, and collect and report feedback from, at a minimum:

- a. 5 community workshops
 - b. 5 Stakeholder plan introduction or review meetings
4. As part of the workshops and introduction meetings, include a presentation prepared by County Fire and partners.
5. Identification of significant wildfire threats to landscape, urban development, industry and identified critical infrastructure in Santa Clara County.
6. 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.
7. Consolidate and update existing GIS and fuels data. County Fire and CAL FIRE will provide available base data files.
 - a. Identification of Wildland Urban Interface areas.
 - b. Identification of potential project boundaries within 5 years, with the framework to add future projects.
 - c. Incorporation of existing GIS layers including but not limited to historical fires, existing fuel breaks, critical infrastructure, fire roads, streets, sensitive habitat, vegetation.
 - d. Develop ESRI shapefile format fuel datasets and attribute tables for use by County Fire in planning fuels treatment projects.
 - i. Contractor will work with County Fire and CAL FIRE to identify current vegetation fuel conditions.
 - ii. Using the National Fire Danger Rating System (NFDRS), create fuel modeling at a maximum 10 x 10 meter resolution to represent current fuels in all the identified Fire Hazard Severity Zones in SRA, LRA and locally identified WUI areas.
 - iii. Develop a process for changing fuel models to reflect the influence of potential and realized fuels treatment on fuel quantity.
 - iv. Using GIS data, develop the capability to model fire behavior and fire effects potentials based on changing fuel models, weather patterns, fire history, and fuel treatments to help assess and prioritize risks.
 - v. Develop a process for assigning fuel models to residential structures based on fire agency home inspections and defensible space criteria.
8. The decision makers or their designees identified in B.1 above will provide input and comments on draft documents as these documents become available.
9. Reviewable final draft to be submitted no later than March 31, 2016.
10. Final Report in a professional, press-ready format.

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.

D. Contracts

The selected consultant will hold a contract directly with County Fire and may subcontract out work to any other professionals needed to complete the effort. County Fire 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. County Fire 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.

III. Submission Requirements

A. Time and Place for Submission of Proposals

Proposals must be received by **1:00 p.m., on July 21, 2015**. Postmarks will not be considered in judging the timeliness of submissions. Proposals may be delivered in person or mailed to:

John Justice
Santa Clara County Fire Department
14700 Winchester Blvd
Los Gatos, CA 95032

Proposers shall submit **five (5) written** copies and **one (1) electronic** copy of the proposal to the above location. Proposals that are submitted by fax will not be accepted. Late submissions will not be considered.

B. Format

Proposers should carefully follow the format and instructions outlined below, observing format requirements where indicated. Proposals must contain the information itemized below and in the order indicated. Proposals submitted which do not include the following items may be deemed non-responsive and may not be considered for contract award.

County Fire will place proposals in three-ring binders for the review panel. Please use three-hole paper, and bind the proposal with a binder clip, rubber band, or single staple, or submit it in a three-ring binder. Please do not bind your proposal with a spiral binding, glued binding, or anything similar. You may use tabs or other separators within the document.

For word processing documents, the department prefers that text be unjustified (i.e., with a ragged-right margin) and use a serif font (e.g., Times Roman, and not Arial), and that pages have margins of at least 1" on all sides (excluding headers and footers).

C. Content

1. Cover Page

The Cover Page must include the following:

- RFP title
- Proposer's full name
- Proposer's contact person for the RFP
- Proposer's business phone and fax numbers
- Proposer's email address

2. Executive Summary (Up to 2 pages)

The executive summary should summarize your firm's:

- a. Understanding of the project
- b. Management approach and scope of work
- c. The proposed schedule and/or milestones

3. Overall Project Approach and Methodology (Up to 10 pages)

- a. Detailed discussion on the proposer's overall approach and methodology to complete the proposed scope of work.
- b. Project work plan and schedule: A project work plan and schedule that identifies project phases, tasks, and staff allocated for each major task, milestones, deliverables and start and completion dates for each major task necessary to address each scope of work requirement.
- c. List of the proposed team members and 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.
- d. Resumes for proposed project manager and additional key staff (no more than 1 page each - this does not count against the 10 pages for this section).
- e. Project Experience: The proposer shall discuss sample projects with similar scope and data sets and provide client references for applicable services, including a list of recent client counties or agencies.

4. Budget Proposal

County Fire intends to award this project to the firm that it considers will provide the best overall countywide CWPP. County Fire reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.

Provide a separate budget proposal that includes the following:

- a. Total budget for all the items identified in the Scope of Work with a not-to-exceed figure.
- b. Clearly identifies all the cost items in the budget proposal, and the deliverables that will be accomplished.
- c. Provide a rate schedule for services.

IV. Evaluation and Selection Criteria

A. Evaluation Criteria

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

1. Understanding of the project and methodology.
2. Prior experience with CWPPs, GIS, fuels data, interagency coordination, public outreach.
3. Effectiveness of the work plan tasks.
4. Organization and staffing of the project.
5. Demonstrate understanding of the project and firm's capability and resources to accomplish the work quickly once the selection and contract process is complete.
6. Acceptable rate of schedule.
7. Acceptable rates of services.
8. Acceptance of contract terms.

B. Selection Criteria

A selection committee comprised of County Fire staff and stakeholders will evaluate the proposals. County Fire intends to evaluate the proposals in accordance with the criteria itemized above. If needed, **Up to five (5)** of the proposers with the highest scoring proposals **may** be invited to make an oral presentation on their proposal to the committee before it makes the final selection.

V. Pre-proposal conference and Project award

A. Pre-Proposal Conference

Interested agencies are encouraged to attend a pre-proposal conference on **July 9, 2015**, at **9:00 AM** at **16795 Lark Avenue, Suite 200, in Los Gatos**. The objective of this pre-proposal conference is to answer all questions related to the RFP, and to provide any additional information that may be needed to ensure successful project proposals. If you have further questions regarding the RFP, please contact the individual designated in Section VI., below.

Questions raised at the pre-proposal conference may be answered orally. If any substantive new information is provided in response to questions raised at the pre-proposal conference, it will also be memorialized in a written addendum to this RFP.

VI. Inquiries Regarding RFP

All inquiries regarding the RFP, and any request for written modification or clarification of the RFP, must be submitted by email to:

John Justice
Santa Clara County Fire Department
14700 Winchester Blvd
Los Gatos, CA 95032
john.justice@sccfd.org
(408) 378-4010