REQUEST FOR PROPOSALS

Firewise Contract-Coordinator

INTRODUCTION
The County of Humboldt received an award of grant funds to support a project that implements priorities from the Humboldt County Community Wildfire Protection Plan (CWPP). An important goal of the project is to assist two communities with the process of applying to be recognized as national Firewise® sites. The County of Humboldt seeks an experienced and qualified Contract-Firewise Coordinator, from here on, referred to as “Contractor” (firm, organization, or sole proprietor) to assist with the completion of Firewise® risk assessments, action plans, and applications.

SCOPE OF WORK
Contractor will work closely with County and CAL FIRE staff, and local fire department representatives to support groups of residents within the communities of Salmon Creek and Benbow as they complete the process of preparing and submitting applications to the Firewise USA® program. Firewise USA® is a voluntary program that empowers communities to work together to reduce their vulnerability to wildfire losses. Support will be provided to residents as they collectively identify their wildfire risks and prioritize actions to reduce those risks, while engaging and encouraging neighbors to become active participants in building a safer place to live. The contractor will be responsible for coordinating and ensuring the completion of the following:

1. Two Community Wildfire Risk Assessments, designed to help residents understand their wildfire risk and engage in risk reduction efforts.
   a. The Community Wildfire Risk Assessments should focus on:
      i. Vulnerability of homes to embers, surface fires, and crown fires.
      ii. Condition of the structures themselves.
      iii. Immediate hazards within home ignition zones.
      iv. Concerns presented by common/open space areas or adjacent public and private wildlands.
   b. In addition, the Community Wildfire Risk Assessments:
      i. May be completed in a variety of ways, including a walkthrough or a drive by, and will not require each individual dwelling unit to have a home risk assessment completed prior to the community assessment.
      ii. Will need to include a mapped, logical site boundary, which will be created in collaboration with community members.
      iii. Should focus on condition of vegetation within the participating site’s boundary; general landscaping characteristics and home construction (materials used for roofs, siding, decks, etc.); and relationship of ignition potential of combustible materials on adjacent properties.
2. Two multi-year Action Plans, that identify and prioritize actions intended to reduce ignition risk to homes.
   a. Based on the findings of the Community Wildfire Risk Assessments and existing recommendations within the CWPP’s Southern Humboldt Planning Unit Action Plan, identify actions and steps that can be taken to reduce each community’s risk from wildfire.
   b. Include a prioritized list of risk reduction projects/investments for each community, along with suggested homeowner actions and education activities that participants will strive to complete annually, or over a period of multiple years.
   c. The Action Plans should be broken down by year and cover a three-year period.
3. Firewise® applications submitted on behalf of the communities of Salmon Creek and Benbow.
Applications will be prepared and submitted in coordination with representative community members and with support from County staff.

Available Funds
The maximum amount of funds available for a professional services agreement with Contractor is $11,000. The selected Contractor must acknowledge and affirm that the deliverables outlined in the Scope of Work can be completed without exceeding the available funds. Contractors should submit a proposal for the entire amount and include information about how funds will be allocated to ensure the completion of each required deliverable.

Desired Qualifications and Experience
The following is a list of the desired qualifications and experience for Contractor:

- Knowledge of, and ideally experience with, the Firewise USA® program.
- Knowledge of wildfire risks, hazards, and ignition sources as well as an understanding of fuel loading, fire behavior characteristics, fire management, and wildfire response.
- Experience with GIS mapping, modeling, data development, and risk assessment and action plan development related to community and individual home wildfire mitigation and preparedness.
- Skills in research and technical writing relevant to the Scope of Work.
- Experience organizing and facilitating meetings and workshops virtually and in person.
- Ability to work respectfully and cooperatively with community members and groups.
- Ability to listen carefully, take detailed notes, and summarize complex information.
- Ability and willingness to be flexible and responsive to evolving project needs.
- Ability to work collaboratively with County staff and partnering agencies on project coordination, reporting and invoicing.
- Valid driver’s license and reliable/insured vehicle.

Proposal Submittal
The following items must be submitted:

1. Proposal Cover Page:
   - Contractor name and contact details.
   - Statement confirming availability within the timeframe (completion of deliverables by April 22, 2022) and that project costs will not exceed available funds.

2. Proposed Approach:
   - Statement outlining how the Contractor will be responsive to the Scope of Work, demonstrating an understanding of project objectives, and clearly describing a competency to complete the project.

3. Qualifications:
   - Names of key personnel who will be working on the project as well as details about their role, hourly rate, and qualifications and experience relevant to this project.

4. Budget Estimates:
   - Estimated budget breakdown by cost categories (personnel, travel, supplies, and other).
   - Please note, travel will be reimbursed at the 2022 IRS business rate of .585 per mile.

Proposals shall be emailed to Cybelle Immitt, Natural Resources Planning Manager, at: cimmitt@co.humboldt.ca.us, and must be received no later than **5:00 p.m. on Monday, January 18, 2022.** Receipt of the proposal will be acknowledged via email. No proposals will be accepted after this deadline.
EVALUATION
Evaluation and selection will be based on Contractor's applicable experience, cost, availability, and the quality of the proposal.

PROJECT MILESTONES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, January 4, 2022</td>
<td>RFP Issued</td>
</tr>
<tr>
<td>Tuesday, January 18, 2022</td>
<td>Proposals due to County</td>
</tr>
<tr>
<td>Monday, January 24, 2022</td>
<td>Contractor Selection</td>
</tr>
<tr>
<td>Friday, January 28, 2022</td>
<td>Professional services agreement execution process complete (estimate)</td>
</tr>
<tr>
<td>Friday, April 22, 2022</td>
<td>Project Completion</td>
</tr>
</tbody>
</table>

QUESTIONS?
For questions about this RFP, contact:

- Cybelle Immitt, Natural Resources Planning Manager, cimmitt@co.humboldt.ca.us, 707-267-9542

Funding for the work outlined in this RFP is provided by a grant from the California Fire Safe Council (CFSC) as part of the 2019 Grants Clearinghouse Fire Prevention Program. This State Fire Assistance grant is made possible by federal financial assistance provided to the CFSC from the United States Department of Agriculture (USDA) Forest Service.

In accordance with Federal law and USDA policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.