REQUEST FOR PROPOSALS
County Wildfire Mitigation Contract-Coordinators

PURPOSE
The Humboldt County Environmental Services Division of the Public Works Department (“County”), in its capacity as a Humboldt County Fire Safe Council (“HCFSC”) member, has prepared this Request for Proposals (“RFP”) to retain the services of one or more experienced and qualified contractors to join County staff as part of a Coordination Team. Professional services agreements will be negotiated with the successful proposer(s) to fund Coordination Team involvement for a term ending in March of 2023.

The goal of the Coordination Team will be to catalyze progress on implementation of Humboldt County Community Wildfire Protection Plan (CWPP) through enhanced countywide collaboration that results in increased capacity and partnerships among local wildfire mitigation groups. The Team will both educate and learn from these groups as they collectively work to broadcast a shared vision of a wildfire resilient Humboldt County.

Follow the links below to learn more about the HCFSC and the CWPP.

Helpful Links:

- Humboldt County Fire Safe Council homepage: www.humboldtcounty.gov/firesafecouncil
- 2019 Community Wildfire Protection Plan: www.humboldtcounty.gov/fireplanfinal
- Current programs: www.humboldtcounty.gov/HCFSCprograms

PROGRAM OVERVIEW
Contract-coordinators will work closely with County staff to support the successful delivery of a countywide program which will include the following activities (level of involvement in each activity will depend on individual experience and expertise):

Local Wildfire Mitigation Group Coordination & Support

- Facilitate the establishment of and support existing wildfire mitigation groups including local fire safe councils, Firewise communities, and others throughout Humboldt County.

CWPP Implementation & Tracking

- Assist in developing and maintaining enhanced CWPP implementation progress tracking tools and processes.
- Assist in developing, connecting, and pursuing funding for high priority projects.

Outreach & Education

- Assist in the development and/or identification of valuable educational resources for the public.
- Assist in the development and maintenance of a local wildfire mitigation contacts and resources database.

HCFSC Organizational Coordination & Support

- Participate in all HCFSC quarterly meetings and Work Group or other meetings, as needed.
- Support the basic organizational functions of the HCFSC.

Interorganizational Coordination & Collaboration

- Participate in state/regional coordination meetings and trainings.

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Administration and Miscellaneous

- Assist County staff in the delivery of grant related reports and invoices.
- Other duties as assigned.

AVAILABLE FUNDS
Approximately $90,000 in grant funding is available; allocation among selected contractor(s) will depend on individual experience and expertise. There is the potential for extended and expanded agreements, depending on the County’s ability to secure additional grant funds.

DESIRED QUALIFICATIONS
The following is a list of the desired qualifications and experience for contract-coordinators:

- Knowledge of wildfire mitigation and community wildfire preparedness best practices.
- Experience organizing and facilitating meetings and workshops virtually and in person.
- Strong public speaking and written communication skills.
- Valid driver’s license and reliable/insured vehicle.
- Experience and/or ability to work respectfully and cooperatively with community members and groups.
- Proficiency in Microsoft Office programs, especially Microsoft Excel and Word.
- Ability to listen carefully, take detailed notes, and summarize complex information.
- Ability and willingness to be flexible and responsive to evolving project needs.
- Experience with and/or ability to work collaboratively with County staff on project coordination, reporting and invoicing.
- Skills in GIS preferred.

PROPOSAL SUBMITTAL
The following items must be submitted:

1. Proposal Cover Page:
   - Contractor name and contact details.
   - Statement describing availability within the timeframe (e.g., hours per week available to dedicate to this role).
2. Statement of Qualifications:
   - Description of qualifications and experience consistent with the Desired Qualifications list above.
   - Hourly rate and explanation of other expected expenses associated with a professional services agreement with the County of Humboldt.
   - Two (2) references with contact information.
3. Proposed approach to participating on and helping to achieve the goals of the countywide Coordinator Team and supporting the activities described in the Program Overview.

Proposals shall be emailed to Julia Cavalli, Public Works Senior Environmental Analyst/HCFSC Coordinator, at: jcavalli1@co.humboldt.ca.us and must be received no later than 5:00 p.m. on Monday, January 31, 2022. Receipt of the proposal will be acknowledged via email. No proposals will be accepted after this deadline.
PROPOSAL EVALUATION AND SELECTION PROCESS

The evaluation and selection process will include proposal review by County staff and an Ad Hoc Committee of the HCFSC. Proposals will be ranked based on the specific criteria in the following table (maximum of 55 points).

The precise scope of services and the associated cost of those services will be incorporated into professional services agreements which will be the subject of negotiation between the County and the successful proposer(s). Work will begin as soon as professional services agreements can be executed. The term of the agreement will end on March 31, 2023.

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<thead>
<tr>
<th>CRITERION</th>
<th>WEIGHT</th>
<th>SCORE</th>
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<tbody>
<tr>
<td>Demonstrated competence in the desired qualifications and experience outlined in the RFP</td>
<td>3</td>
<td>1-5</td>
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<td>Proposed approach clearly and realistically demonstrates the value the proposer will add as a member of the Coordination Team</td>
<td>3</td>
<td>1-5</td>
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<td>Thoroughness, quality, and responsiveness of submission</td>
<td>2</td>
<td>1-5</td>
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<tr>
<td>Quality and relevance of references</td>
<td>2</td>
<td>1-5</td>
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<td>Reasonable contractor rate and expenses</td>
<td>1</td>
<td>1-5</td>
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SCHEDULE

- **Friday, January 7, 2022**: RFP Issued
- **Monday, January 31, 2022 (By 5:00 p.m.)**: Proposals due to County
- **February 7-10, 2022**: Interviews with proposers/proposer teams as needed
- **Wednesday, February 16, 2022**: Completion of the Proposal Evaluation Process and initiation of professional services agreement execution process
- **Friday, March 31, 2023**: Contract end date

QUESTIONS?

For questions about this RFP, contact one of the following:

- Julia Cavalli, Senior Environmental Analyst/HCFSC Coordinator, jcavalli1@co.humboldt.ca.us, 707-296-1498
- 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 2021 grant from the California Department of Forestry and Fire Protection as part of the California Climate Investments Program, through the California Fire Safe Council. Future support for the work described in this RFP may be secured from other sources.