



Willow Creek Fire Safe Council

P.O. Box 224, Willow Creek, CA 95573

The mission of the Willow Creek Fire Safe Council is to reduce wildfire risk and increase survivability by implementing fuels reduction projects and encouraging residents of the greater Willow Creek area to make their homes, neighborhoods and community fire safe.



REQUEST FOR PROPOSALS

Contract-Coordinator: Willow Creek Storm Recovery and Fuel Hazard Reduction Project

PURPOSE

The Willow Creek Fire Safe Council (WCFSC) and the County of Humboldt are collaborating to implement the CAL FIRE grant funded, Willow Creek Storm Recovery and Fuel Hazard Reduction Project (Project). This request for proposals has been prepared to retain the services of an experienced and qualified contractor to coordinate the implementation of the Project under a professional services agreement with the WCFSC. The goal of the Project is to implement forest fuel and wildfire hazard reduction activities in the greater Willow Creek area and the Contract-coordinator will help facilitate project accomplishments. A professional services agreement will be negotiated with the successful proposer to fund the on-call coordination of this Project over an initial two-year period.

SCOPE OF SERVICES

The Contract-coordinator will work closely with members of the WCFSC and the County of Humboldt to support the successful delivery of the Willow Creek Storm Recovery and Fuel Hazard Reduction Project. The Contract-coordinator will help plan, coordinate, and oversee the delivery of grant funded roadside fuels reduction, defensible space assistance, chipping services, community outreach, and/or future project identification, at varying levels. Responsibilities include but are not limited to the following:

- Coordinating and overseeing work that will take place within the Humboldt County portion of the Greater Willow Creek Area, in close collaboration with the WCFSC and Humboldt County staff.
- Coordinating with the WCFSC, Humboldt and Trinity County staff, and Trinity County Resource Conservation District staff on work that will take place within the Trinity County portion of the Greater Willow Creek Area.
- Coordinate a triage assessment to identify priority locations to be matched with the appropriate mitigation activity.
 - This will involve gathering information and recommendations from agency partners and community members.
 - This process will incorporate information already gathered by local groups and agencies involved in community wildfire protection planning and the 2021 winter snowstorm disaster response efforts.
 - Additional information will be gathered through community outreach, GIS analysis, windshield surveys, and site visits.

- Coordinating the identification of eligible residents for the delivery of direct defensible space assistance under this project or future projects (low income, senior citizen, and/or disabled).
- Securing landowner agreements when work will take place on private property, outside of the County right-of-way and filing them with Humboldt County staff.
- Coordinating with fuels reduction crews hired by Humboldt County to implement fuels reduction work in mutually agreed upon locations within the Humboldt County portion of the Greater Willow Creek Area.
 - This may entail, but is not limited to, flagging work sites; meeting crews at work locations; reviewing and reporting work progress to the WCFSC and Humboldt County staff; and taking before and after photos of work.
- Meeting all necessary invoicing, reporting and Project tracking and coordination requirements.

AVAILABLE FUNDS

Approximately \$30,000 in grant funding is currently available. The Contract-coordinator's workload is expected to fluctuate as the need for coordination and support ebbs and flows over the term of this agreement. There is the potential for an extended term and expanded budget, depending on performance and the possibility of allocating or securing additional grant funds.

DESIRED QUALIFICATIONS

The following is a list of the desired qualifications and experience for the Contract-coordinator:

- Experience organizing and facilitating meetings virtually and in person.
- Ability to listen carefully, take detailed notes, and summarize complex information.
- Experience with and/or ability to work respectfully and collaboratively with community members, partner agencies, and community groups on project coordination.
- Understanding of the Willow Creek community's unique characteristics and circumstances relevant to wildfire vulnerability and local character and capacity.
- Ability and willingness to be flexible and responsive to evolving project needs.
- Adept at grasping, retaining, and applying new concepts and information quickly.
- Basic understanding of wildfire issues (wildfire mitigation education/experience helpful but not mandatory¹).
- Proficiency in Microsoft Office programs, especially Microsoft Excel and Word.
- Proficiency with Google Drive and associated tools, including Google Sheets and Docs.
- Excellent oral and written communication skills, including telephone, email, one-on-one, and group presentation abilities.
- Valid driver's license and reliable/insured vehicle.
- Skills in GIS preferred but not required.
- Ability to work from multiple workspaces and in the field, independently and collaboratively.

¹ The Contract-coordinator does not need to be a wildfire mitigation expert but must know enough to extract and organize guidance from knowledgeable project partners.

PROPOSAL SUBMITTAL

The following items must be submitted:

1. Proposal Cover Page:
 - Contractor name and contact details.
 - Statement describing level of availability within the timeframe.
 - Confirmation of understanding that hours associated with this work will fluctuate as the need for coordination and support ebbs and flows over the term of the agreement.
2. Statement of Qualifications:
 - Description of qualifications and experience consistent with the Desired Qualifications list above.
3. Proposed Approach:
 - Description of approach to fulfilling the duties and supporting the activities described in the Scope of Services above.
4. Hourly rate of staff that will be assigned to this work and explanation of other expected expenses associated with a professional services agreement.
 - Examples of cost saving measures that will be employed
5. Names of two (2) references with contact information.

Email Proposals to Cybelle Immitt, Humboldt County Natural Resources Planning Manager, at: cimmitt@co.humboldt.ca.us, to be received no later than **5:00 p.m. on Friday, July 8, 2022**. No proposals will be accepted after this deadline.

PROPOSAL EVALUATION AND SELECTION PROCESS

The evaluation and selection process will include proposal review by members of the WCFSC and Humboldt County staff. Proposals will be ranked based on the specific criteria in the following table (maximum of 45 points).

CRITERION	WEIGHT	SCORE
Demonstrated competence in the desired qualifications and experience outlined in the RFP	3	1-5
Proposed approach clearly and realistically demonstrates the ability of the proposer to coordinate the Project	3	1-5
Thoroughness, quality, completeness, and responsiveness of submission	2	1-5
Reasonable contractor rate and expense estimates (clearly articulated cost saving measures)	1	1-5

SCHEDULE

Friday, June 17, 2022	RFP Issued
Friday, July 8, 2022 (By 5:00 p.m.)	Proposals due to the WCFSC
July 11-15, 2022	Review of proposals and Interviews with proposers as needed
Monday, July 18, 2022	Completion of the Proposal Evaluation Process and initiation of professional services agreement execution process
Friday, July 19, 2024	End of agreement term

NOTE: The precise scope of services and the associated cost of those services will be incorporated into a professional services agreement which will be the subject of negotiation between the WCFSC and the successful proposer. Work will begin as soon as a professional services agreement can be executed.

QUESTIONS?

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

- Regina Moon, President, Willow Creek Fire Safe Council, moonshine2803@gmail.com, 530 629-2759
- Cybelle Immitt, Natural Resources Planning Manager, County of Humboldt, cimmitt@co.humboldt.ca.us, 707 267-9542

Funding for the work outlined in this RFP is provided by a grant from the California Department of Forestry and Fire Protection's Fire Prevention Program. Future support for the work described in this RFP may be secured from other sources.