

LINCOLN COUNTY CONSERVATION DISTRICT (LCCD)
REQUEST FOR PROPOSALS FOR
COMMUNITY WILDFIRE PROTECTION PLAN (CWPP)
FACILITATION
SEPTEMBER 2024

REQUEST FOR PROPOSAL FOR COMMUNITY WILDFIRE PROTECTION PLAN (CWPP) FACILITATION

Title: Community Wildfire Protection Plan (CWPP) Facilitation, Lincoln County, WA

Issue Date: September 2024

I. INTRODUCTION, BACKGROUND, & PURPOSE.

LCCD has received grant funding to update its Community Wildfire Protection Plan (CWPP). The purpose of this Request for Proposals (RFP) is to request proposals for consideration from qualified individuals and organizations to facilitation and otherwise assist LCCD with developing an updated and approved CWPP which will be used, in accordance with the Hazard Mitigation Plan, to aid in planning and prioritizing wildfire risk reduction work at the county-level.

II. SCOPE OF WORK AND SERVICES TO BE PROVIDED.

The Respondent must be willing, able and qualified to provide the following specified services, tasks and work products during the CWPP update process:

1. Technical assistance
2. Perform limited data analysis and interpretation
3. Establish extensive and diverse stakeholder engagement
4. Maintain regular public information/communication regarding the CWPP process
5. Conduct community meetings and obtain public and stakeholder input
6. Establish various communication platforms to facilitate public input
7. Perform meeting planning and facilitation with County, Rural Fire Departments, Stakeholders, the Community and other interested persons and organizations
8. Technical writing, GIS services, and CWPP plan update completion
9. Publishing the final CWPP in print and digital format

III. PROPOSAL CONTENT.

All proposals should be concise and clear and should convey all the information requested by LCCD. Emphasis should be on completeness and clarity of content. The successful response will demonstrate the Respondent's ability to meet the requirements and demonstrate experience, technical skill, meeting facilitation success, and quality product delivery.

It is requested the following section headlines are used in response to this RFP:

- Statement of Qualifications
- Understanding of the Project
- Treatment of the Issues
- Staffing Pattern
- Cost of Proposed Services

A. Statement of Qualifications.

Each Respondent must demonstrate its organization’s competence, qualifications, and ability to perform the services requested in this RFP. Requested information shall include (1) business entity’s legal name, address, and telephone number; (2) the principle(s) of the business entity, their experience, and qualifications; (3) experience and qualifications of the staff to be assigned the work; (4) description of the business entity’s prior experience with the work defined; and (5) references

Each Respondent must provide a copy of and maintain all necessary licenses, accreditations, and certifications in accordance with Washington laws, rules, regulations, and ordinances as may be required to perform work under this RFP.

B. Understanding of the Project.

The Respondent shall address how the requirements will be satisfied as outlined in Section II above, ensuring that the CWPP Core Team (as approved by LCCD) (Core Team) and Agency Representative meetings, as well as broader public engagement meetings, allow for relationship building resulting in a successful CWPP implementation and as further detailed below:

Meeting Design & Facilitation

Regularly convene the Core Team to ensure consistent progress towards timely completion of the CWPP. Facilitate meetings (in person and/or virtually) with the Core Team to:

- Determine primary purpose, basic framework, and timeline for completion of the CWPP update.
- Identify key communities/populations to target for engagement and facilitating.
- Identify priority areas and planned implementation actions to address wildfire risk.
- Identify how implementation of planned projects and CWPP future updates will be achieved
- Ensure that the CWPP is aligned with community values and identify the resources and funding necessary to accomplish it.

Outreach & Public Engagement

- Advise LCCD on outreach and public engagement best practices to ensure a wide diversity of community members and stakeholders engage in the CWPP update process.
- Produce outreach materials in collaboration with LCCD and Core Team.
- Facilitate meetings between the Core Team and engaged community members to ensure that priority areas and planned implementation action adequately address the values, concerns, and priorities of the broader community.

Technical Writing

- Provide technical writing for the CWPP document. Final document format, length, and contents shall support its purpose, and the intended audience identified by the Core Team.
- Provide technical writing and easily digestible CWPP summaries (summary sheets, story map, etc.) for the public.

GIS Analysis

- Provide needed GIS analysis and utilize available Wildfire Risk Assessment data for the CWPP update.
- As needed, assist LCCD with any analysis necessary to manipulate/modify wildfire risk data.
- Utilizing Wildland-Urban Interface (WUI) map as needed, assist LCCD with updating and creating a geospatially represented WUI definition and map

C. Treatment of Issues.

In this section, Respondent may comment on any of the issues within the Request for Proposal, including suggestions on alternative approaches or services offered.

D. Staffing Pattern.

The Respondent must demonstrate how staffing will be sufficient and competent to complete the services required. Please include the days and hours of operation.

E. Costs of Proposed Services.

All service and materials costs associated with the Community Wildfire Protection Plan (CWPP) Facilitation must be included, including but not limited to travel, per diem, and incidentals.

IV. EVALUATION OF PROPOSALS

Proposals will be conducted by a three-person committee to evaluate.

Recommendations will then be given to the commission in a public meeting, at a later date. In reviewing and evaluating proposals, LCCD will use the following evaluation factors listed below in the order of their respective importance:

1. Conformance to the requirements of this solicitation.
2. Qualifications and experience providing similar services and work products.
3. Capacity to perform the work.
4. Service costs.
5. References; and
6. Past performance.

Each Respondent who submits a proposal may make an oral presentation to LCCD to provide an opportunity for the Respondent to clarify the proposal and ensure mutual understanding. Respondents may NOT change their original proposal submission.

V. BASIS FOR AWARD.

An award resulting from this RFP shall be awarded to the Respondent whose proposal is determined to be most suitable based on the evaluation factors set forth herein.

VI. CONTRACTUAL REQUIREMENTS

The successful Respondent, hereafter referred to in this section as “Contractor,” will be required to enter and sign a formal contract (Contract) with LCCD subject to the following terms and conditions:

A. Length of Contract.

The RFP and Grant Agreement between the LCCD and Washington State Department of Natural Resources, Wildland Fire Division through November 7, 2028.

B. Location.

Contractor will be required to travel and do business in Lincoln County.

C. Minimum Contract Terms.

The Contract will contain, at a minimum, the following provisions:

1. Insurance and Workers’ Compensation.

Contractor shall be required to maintain general liability insurance in the amount of one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) in the aggregate. Contractor shall be required to provide professional liability insurance.

Contractor shall purchase and maintain automobile occurrence coverage with combined single limits for bodily injury, personal injury and property damage of five hundred thousand dollars (\$500,000.00) per occurrence and one million dollars (\$1,000,000.00) in aggregate per year to cover such claims as may be caused by any act, omission, or negligence of the Contractor, and its employees, agents, representatives, successors, assigns or subcontractors.

In accordance with MCA §§ 39-71-401 and 39-71-405, Contractor agrees to provide workers’ compensation insurance for its employees while performing work under this Agreement. Contractor shall provide proof of compliance in the form of workers’ compensation insurance or documentation of corporate officer status and maintain such insurance or corporate officer status for the duration of the contract.

All insurance policies required must be from an insurance carrier licensed to do business in the State of Washington. Contractor agrees to furnish proof of required insurance to LCCD prior to commencing work under this Agreement. LCCD must be listed as an additional insured on the general liability insurance certificate for this Agreement unless otherwise specified by LCCD.

2. Compliance with Laws and Non-Discrimination.

The Contractor agrees all hiring must be based on merit and qualifications, and not discriminate against any person who performs work thereunder because of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin. Further, the Contractor agrees to comply with all federal, state, and local laws, rules and regulations, including but not limited to, the Americans with Disabilities Act.

3. Taxes.

In the event the Internal Revenue Services ("IRS") should determine the Contractor is, according to IRS guidelines, an employee subject to withholding and social security contributions, Contractor shall acknowledge that all payments to Contractor are gross payments and Contractor is responsible for all income taxes and social security payments received prior to such IRS determination.

4. Termination of Contract.

This Agreement may be terminated by either party unilaterally by giving notice of termination in writing at least one hundred twenty (120) days prior to the date of the intended termination.

5. Public Access to Information.

Contractor acknowledges that the LCCD is a special purpose district and considered local government, and its records are public and subject to disclosure under Washington law. Certain information may be protected from disclosure. Protected information includes information concerning an individual privacy interest, legitimate trade secrets and other constitutionally protected proprietary information and certain information relating to individual or public safety. The parties agree to confer prior to disclosure of information relating to this Agreement and its performance which may include protected information.

6. Indemnification.

The Contractor shall defend, indemnify, and hold harmless LCCD, its officers, agents, employees, successors, and assignees from all claims, liabilities, causes of action or judgments, including the costs and attorney fees, asserted by or awarded to third parties because of any negligent action or omission or willful misconduct of the Contractor, its employees, agents, successors, and assignees.

LCCD shall defend, indemnify, and hold harmless Contractor, its employees, agents, successors, and assignees from all claims, liabilities, demands, cause of action or judgments, including costs and attorney fees, asserted by or awarded to third parties because of any negligent action or omission or willful misconduct of LCCD, its officers, agents, employees, successors, and assignees.

7. Severability.

If any part of this Agreement is hereafter held to be void, illegal, or unenforceable, the validity of the remaining portions or provisions will remain in effect.

VII. SCHEDULE.

The following outlines the proposed timing of responses; however, LCCD reserves the right to modify the dates as necessary. Any changes will be issued in addendums to this RFP.

- September 30, 2024: RFP released on LCCD website.
- October 31, 2024 @ 4:00 p.m. PST: Deadline for submission of five (5) hard copies of proposal and one electronic. Proposals must be received in a sealed envelope marked on the outside with "Community Wildfire Protection Plan (CWPP) Facilitation" and addressed to:

Matthew Rosman
LCCD
PO Box 46
Davenport, WA 99122
Email: mrosman@lincolncd.com

- November 13, 2024: Approval and award of contract by the Board of Lincoln County Conservation District.

VIII. RESPONDENT'S INSTRUCTIONS.

A. Respondents should direct all questions to:

Matthew Rosman
LCCD
PO Box 46
Davenport, WA 99122
Email: mrosman@lincolncd.com

B. Respondents are only to direct questions in writing to contact list above.

IX. DISCLAIMERS.

A. LCCD reserves the right to reject all proposals, to negotiate individually with the proposers, and to select a respondent based upon the best interests of LCCD, which best interests may be based exclusively upon pricing.

B. LCCD reserves the right to withdraw the RFP at any time at its sole discretion. Further, LCCD reserves the right to amend the RFP to correct errors or

oversights, or to supply additional information as shall become available, at any time prior to the opening of responsive submissions.

C. LCCD reserves the right to eliminate any mandatory, non-material specification or requirements that cannot be met by any of the prospective respondents.

D. LCCD reserves the right to request and require clarification at any time during the procurement process and/or require correction of mathematical or other apparent errors and/or to determine a respondent's compliance with the requirements of the RFP.

E. This RFP does not commit LCCD to the award of a contract, nor to pay any cost incurred in the preparation, submission or presentation of proposals in anticipation of a contract. LCCD reserves the right to reject all proposals, portions of proposals or subconsultants/team members, to further modify the scope of work and/or negotiate further with respect to the proposal or to select the firm which in LCCD's sole judgment provides the best overall proposal with respect to qualifications, experience, financial proposal and staffing abilities.

F. Nothing in this RFP shall constitute or be construed to create a partnership or joint venture between LCCD, its officers, employees, agents, representatives, successors, or assignees and the Respondent, its officers, employees, agents, representatives, successors, or assignees. Neither Respondent nor Respondent's employees shall be deemed to be employees of LCCD.

Lincoln County Conservation District

Director Published: September 22, 2024.

END OF RFP