



REQUEST FOR PROPOSALS (RFP) COMMUNITY WILDFIRE PROTECTION PLANNING SERVICES Pacific County, Washington

Pacific County is requesting proposals from interested, qualified, and experienced professional consulting firms or individuals to provide community wildfire protection planning services. A Request for Proposals (RFP), which includes instructions for its completion, is attached.

Respondents to this RFP shall submit completed proposals in a sealed envelope, clearly marked with "Proposal for Community Wildfire Protection Planning Services" and the name of the firm submitting the proposal. An original copy and digital PDF must be received by the County no later than **4:00 p.m. PDT on June 7, 2024** at the following address:

Scott McDougall,
Director, PCEMA
PO Box 1143
South Bend, WA 98586-1143

Questions regarding this solicitation must be submitted in writing to Scott McDougall at smcdougall@co.pacific.wa.us. Answers will be provided in writing to the requestor, or provided in amendment(s) to the solicitation. The final date to submit questions is May 31, 2024 at 5:00 pm Pacific Daylight Time.

RFP Schedule*

RFP Issued	April 23, 2024
Final Date for Questions Related to RFP	May 31, 2024
Proposal Deadline	June 7, 2024
Proposals Reviewed/Evaluated by Selection Committee	June 10, 2024
In-person Applicant Interviews as Requested of Finalists	June 13, 2024
Selection Committee Recommendation and Board Approval of Contract	June 25, 2024
Contract Executed	June 25, 2024

Submittal Instructions

Written proposals and an electronic PDF must be received by the County no later than **4:00 p.m. PDT on June 7, 2024**. Proposals received after this deadline will not be accepted or considered.

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INTRODUCTION

The Pacific County is seeking proposals, due no later than **4:00 p.m. PDT on June 7, 2024**, from interested, qualified, and experienced consultants/firms to guide the organization through the development of a Community Wildfire Protection Plans (CWPP) for our various communities.

While there may be more communities in need, Pacific County has preliminarily identified a number of communities for which a CWPP may be needed. We would rely on the consultant's experience and recommendation whether to have one, all-encompassing CWPP for the entire County with chapters for each community or to have a separate, stand-alone CWPP for each community.

The communities we have identified, among others, are:

- North Cove
- Tokeland
- Brooklyn
- Raymond
- Frances
- Lebam
- Menlo
- Old Willapa
- South Bend
- Bay Center
- Nemah
- Naselle
- Chinook
- Ilwaco
- Seaview
- Long Beach
- Klipsan
- Ocean Park
- Surfside
- Long Island

The selected consultant would be required to establish and work with a County-Wide Wildfire Advisory Working Group consisting of representatives from the cities of Raymond, South Bend, Ilwaco, and Long Beach, Pacific County, Pacific County fire districts, the Pacific County Conservation District and community stakeholders. The consultant would work with the advisory group to establish goals for this effort, including but not limited to:

- Develop guidelines for WUI/FIREWISE residential standards
- Develop building code recommendations for home hardening
- Establish forestry and open land management best practices
- Assist and coordinate workgroup and grant participation by older adults and community members with disabilities
- Assist in developing fire protection code language
- Seek state and federal grants to help fund CWPP implementation

The County hopes to have this process completed and CWPP's developed for as many communities as possible prior to April 30, 2025. If this is too ambitious, we would welcome the consultant to assist us in identifying the communities most at risk and to develop an achievable schedule that includes all the above-named communities. In addition, the consultant should provide a cost estimate to complete the work proposed.

Based on the proposals received, the County will select individuals/firms to be interviewed. As a result of those interviews the top-rated consultant will be selected for contract negotiations.

Proposals must be responsive to the County's request. The County shall determine the most responsive and responsible consultant providing the best service at the most reasonable cost. Cost alone shall not be the determinative factor. The County reserves the right in its absolute discretion to make no award or contract.

BACKGROUND

The Pacific County Board of Commissioners is interested in developing Community Wildfire Protection Plans that fully align with the priorities and expectations of county staff, local fire officials, county residents, local and county government entities, and businesses.

The Board wishes to protect our communities and meet the expectations of its various constituent groups in the most effective and cost-effective way. Aligning the Community Wildfire Protection Plans with these expectations will help ensure our long-term success.

GENERAL SCOPE OF SERVICES REQUIRED

As envisioned, the scope of services for this proposal will include the following components.

GENERAL PROJECT MANAGEMENT

- The Consultant will Establish the County-wide Wildfire Advisory Working Group with the members proposed above.
- The Consultant will work with the County-wide Wildfire Advisory Working Group to develop a project plan and schedule.
- The Consultant will develop a work plan to guide project activities and communications.

- The Consultant will conduct an orientation and multiple briefing sessions for the County-wide Wildfire Advisory Working Group, Board of County Commissioners and key stakeholders on project goals and the potential outcomes.
- The Consultant must be available for presentations to the Board, including, but not limited to, a presentation of the final version of the Community Wildfire Protection Plan(s) developed through this project.
- Development and implementation of techniques/initiatives to promote public involvement designed to engage the community, stakeholders, and the County-Wide Wildfire Advisory Working Group and Board of Commissioners throughout the process is critical.
- Deliverables are Community Wildfire Protection Plan(s) for Pacific County communities.

PHASE 1 - DISCOVERY (EST Timing: 2 months)

- Complete an inventory of communities in Pacific County. programs, partnerships, and collaborations to advance the safety, health, prosperity and economic welfare of county residents and businesses.
- Identify state and local studies, reports, and analysis that will assist in the assessment of local vulnerabilities and mitigation measures
- Conduct stakeholder interviews and/or focus groups with key leaders and constituencies including, for example: Board members; county staff; local government chief executives; local business leaders; local citizen groups, to assess fire risk and potential mitigation measures.
- Compile, analyze, and present available fire risk data for Pacific County's communities.

PHASE 2 - DEVELOP PROJECT PLAN AND SCHEDULE (EST Timing: 2 months)

- Confirm Pacific County's list of communities or modify it, as appropriate.
- Assess the risk for each community.
- Prepare a schedule for plan development based on relative community risk.
- Share the plan development methodology to be used in preparing the plans.

PHASE 3 - IMPLEMENT THE PROJECT PLAN (EST Time: 4 months)

- Develop plans per the schedule involving all constituent groups and the Wildfire Advisory Working Group.

PHASE 4 - OBTAIN APPROVAL OF PLANS AND IMPLEMENT (EST Time: 2 months)

- Present proposed plans to the Board of County Commissioners for adoption and implementation.

ELIGIBILITY

Each interested consultant shall specifically identify in its proposal, whether or not any potential or actual Organizational and Consultant Conflicts of Interest (OCCI) exists for this procurement. If the offeror believes that no OCCI exists, the OCCI response shall set forth sufficient details to support such a position. Interested consultants shall submit with their proposal an OCCI certification, using the following language:

The interested consultant is not aware of any information bearing on the existence of any potential organizational conflict of interest. If the interested consultant is aware of information bearing on whether a potential conflict may exist, the interested consultant shall provide a disclosure statement and mitigation plan describing this information.

Prospective firms or entities are not eligible to submit a proposal if current or past corporate and/or other interests may- in the opinion of the Board- give rise to a conflict of interest in connection with this RFP or the Services. Firms/individuals are to submit with their proposal documents a description of any issue that may constitute a direct or indirect conflict of interest for review by the Board. The Board's decision on this matter will be final.

In addition, the consultant will certify that they have not been debarred by any federal, state, or local agency.

FACILITIES

The primary place of performance shall be at the Consultant's facility. The Consultant will use virtual meetings to the maximum extent possible to minimize cost. However, the Consultant shall attend meetings and perform various tasks at the Pacific County Courthouse or in other places most convenient for community members when required, during the period of performance. Local travel expenses of Consultant personnel will not be the responsibility of the County, including parking. County staff will provide space for meetings with Consultant personnel as directed by the County-Wide Wildfire Advisory Working Group. County staff will work with the Consultant in arranging meetings with parties involved in the project.

CONTRACTOR TRAVEL

If travel is required, the Consultant shall notify the County-wide Wildfire Advisory Working Group and obtain approval prior to Consultant personnel traveling. Consultant shall submit a cost Estimate to the County-wide Wildfire Advisory Working Group for approval prior to commencement of any travel. For approved travel, direct travel costs will be reimbursed for actual cost incurred.

PROPOSAL SUBMISSION REQUIREMENTS

Each offerer shall be responsible for preparing an effective, clear, and concise proposal. It is recommended that proposals contain the following information:

- A cover letter introducing the company and the individual who will be the primary contact person.
- Proposed statement of work, project approach, and plan to accomplish the work. Describe in detail your firm's project approach and methodology in managing and implementing a project of this size and scope and experience of developing and supporting the implementation of a comprehensive strategic plan. Key elements include:
 - a. Project Understanding,
 - b. Project Methodology and Deliverables,
 - c. Roles & Responsibilities,
 - d. Project Management.
- A statement that the consultant is registered to conduct business in Washington.
- Specific qualifications regarding experience in community wildfire protection planning services, including the names of counties for which CWPP's have been developed. A sample of an actual CWPP should be provided along with the proposal. A reference list should be attached to the proposal, with client names, contact persons, and phone numbers.
- A detailed timeline for completion of each phase and the total project. The Board is interested in pursuing this strategic plan in as expeditious a manner as possible to help

protect our communities prior to the 2025 wildfire season.

- A description of the firm's organization and staff's qualifications.
- A description of 2-3 projects of a similar scope, magnitude, and complexity to the work described in this solicitation.
- A pricing narrative with a proposed fee schedule for each phase of the project and a project total including any incidental or travel fee estimates.
- The signature of an authorized individual to bind the firm. The proposal must be a firm offer for a 60-day period.

SELECTION PROCESS

Each of the proposals received will be evaluated and determined if it meets the stated requirements. Failure to meet these requirements will be a cause for eliminating the consultant from further consideration. Initial evaluation of the proposals will be made by appropriate County staff with involvement by our fire chiefs, Fire Marshal and forestry consultant. In addition to evaluating written proposals, in-person/virtual interviews will be requested of selected finalists.

The County shall not be liable in any way for any costs incurred by any consultant in the preparation of its proposal in response to this RFP or any losses or damages arising from the County's rejection of any proposal for any reason whatsoever.

Proposals will be evaluated on the following criteria:

Technical Proposal- 35% Project Approach/Methodology Proposed Work Plan	<u>35</u> points (max)	<u>35</u> Total Points
Management Proposal - 35% Firm Relevant Experience Qualifications/Experience of Proposed Key Staff	<u>35</u> points (max)	<u>35</u> Total Points
Cost Proposal - 30%		<u>30</u> Total Points
TOTAL		<u>100</u> Points

PROPOSAL REVIEW AND AWARD SCHEDULE

All deadlines are by 4:00 p.m. PDT of the stated date. Written proposals and an electronic PDF must be received by the County no later **than 4:00 PM PDT on June 7, 2024**. Proposals received after this deadline will not be accepted or considered. The selection committee shall make a recommendation to the Board of County Commissioners, who retain contracting authority. Work may begin immediately following contract execution with finalist.

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